



***Manheim Township School District
Senior Substitute Tax Program
Frequently Asked Questions***

For more
information on
Manheim Township
School District's
Senior Substitute
Tax Program,
please visit our
website at
www.mtwp.net

*The Mission of the
Manheim Township
School District is to
provide everyone the
opportunity to learn,
grow and succeed.*

Q: What is the purpose of the Senior Substitute Tax Program?

A: The purpose of the program is to allow senior citizens to earn money toward their real estate property tax bill. As of June 1, 2009, MTSD will accept applications from seniors to work as substitute district employees.

Q: Who is eligible for the program?

A: Any district resident who is 65 years of age or older and is a residential property owner in Manheim Township.

Q: What kind of job would I do for the district?

A: Work is available as an instructional aide, custodian, athletic event ticket taker, and a variety of other positions. A complete list of job opportunities is available from the Human Resources Department.

Q: Would I really be an employee of the district, earn wages, and be subject to withholding for employment taxes?

A: Yes. You will be a district substitute employee, and therefore all appropriate payroll taxes apply to your gross earnings. Generally, these taxes are Federal, PA, and Lancaster County Earned Income Taxes, FICA (Social Security and Medicare), and Unemployment Taxes. You will not be enrolled in PSERS retirement system or be eligible to any benefits beyond those normally available to substitute employees.

Q: How does the program work?

A: You will sign an authorization form to designate your net pay up to \$400 to be withheld toward your tax bill. The payroll department will process your hours worked at the appropriate hourly rate, payroll taxes will be withheld, and the net amount after taxes will be deposited into a withholding account and accumulate toward your personal tax credit.

Q: How do I apply the credit to my tax bill?

A: When you are ready to pay your tax bill, we will check the balance of your hours worked. This amount, up to \$400, will be applied and you will pay the balance due. All regular tax due dates and discount period due dates apply.

Q: Can I apply the tax credit to the Installment Payment Plan?

A: Yes. You must enter the Installment Plan by the due date of the first payment set by the district.

Q: How many hours can I work before it affects my pension, retirement, social security, etc?

A: Each person/situation will vary. You will need to check with your accountant or financial advisor.

Q: I have physical challenges that may prevent me from working. Is there a way I can still participate in the program?

A: Yes. To the extent we can, we will work out an accommodation for your physical restrictions. If you are not physically able to work, a qualified “alternate” could work on your behalf.

Q: Who is a qualified alternate?

A: Any Manheim Township resident who is 18 years of age or older. That individual would be subject to employment taxes, and agree to have their net pay (up to \$400) applied to your tax bill. The alternate will need to obtain all the standard clearances.

Q: What do I have to do to apply for the program?

A: You must complete an employment application. Forms may be obtained at the District Office or online at www.mtwp.net.

Q: Do I need to obtain all the standard clearances like other employees?

A: Yes. These include a Criminal History Background Check, a Child Abuse History Background Check and an FBI Fingerprint Check. The Criminal History and Child Abuse Checks each cost \$10 and the FBI Fingerprint Check is \$33 to be paid by the applicant. You must work at least once within a twelve month period in order to keep clearances active.

Q: Am I guaranteed the opportunity to earn the entire \$400?

A: No. We will make every effort to utilize the services of those who apply for these substitute positions. However, we are unable to predict how many people will apply for the program, or how those numbers will compare with our needs for services. So you may or may not get enough hours worked to earn the entire \$400.

Q: Am I guaranteed employment?

A: No. Qualifications will be evaluated based on district needs and compared to other applicants. Every effort will be made to match an individual to an appropriate district substitute job opening. Selections will be made at the sole discretion of the district.

Q: Why can't we just volunteer and receive a tax donation?

A: Due to the IRS (Internal Revenue Service), any service that equates into a monetary amount (volunteering time for a monetary tax deduction) requires that taxes must be paid on that amount.

Q: Other school districts don't make you pay taxes on the volunteer amount. Why is Manheim Township?

A: The school districts that do that are not in compliance with the IRS tax rules. It is our understanding many of them are in the process of changing how they “credit” the tax deduction due to recent audits of how they have handled this in the past.