

BUSINESS: _____ PSD: _____

ADDRESS: _____

PREPARED BY: _____ DATE: _____

1 Is the business or employer located in Pennsylvania?

If NO, stop.

If YES, continue to step 2.

2 Is the business/employer located solely in Philadelphia?

If NO, continue to step 3.

If YES, stop.

3 Is the business/employer located in a jurisdiction that levies an Earned Income Tax (EIT)?

If NO, continue to step 4.

If YES, continue to step 6.

4 Does the business/employer have any employees who are subject to Earned Income Tax (EIT) where they live (domicile)?

If NO, stop.

If YES, continue to step 5.

5 Identify the applicable Tax Collection District (TCD) using “Find Your Municipality” [<http://bit.ly/nAuJvm>] and enter the exact street address of the business. At the “Municipality-School District” page, click “View Report” to determine the Tax Collector (Officer).

 Register the business/employer with the indicated Tax Collector/Officer.

6 Provide every employee with a Residency Certificate (“Local W-4”) http://www.newpa.com/webfm_send/1862 to complete.

7 For each employee’s Residency Certificate, using “Find Your Withholding Rates by Address” [<http://bit.ly/rjd7fa>], identify the:

(a) Employee’s home address municipality, county, PSD code, and the resident EIT rate.

Add or verify this information on the Residency Certificate in the Employee Information section.

(b) Employer’s work location address municipality, county, PSD code, and the nonresident EIT rate. Add or verify this information on the Residency Certificate in the Employer Information section.

8 The completed Residency Certificate must be retained by the Employer Business, but is not required to be provided to the Collector

9 Business/employer must, for each employee, withhold Earned Income Tax at the higher EIT rate of:

(a) Employee resident EIT rate, or

(b) Employer nonresident EIT rate

based upon his or her respective Residency Certificate.

10 Does the business/employer have multiple locations in more than one TCD?

If NO, continue to step 14.

If YES, continue to step 11.

11 Does the business/employer wish to elect single-consolidated filing for all locations from one location-jurisdiction TCD?

If NO, continue to step 14.

If YES, continue to step 12.

12 Has the business/employer filed a Notice of Intent to File Combined Returns and Make Combined Payments? Notices must be filed with the Collectors/Officers for each place of employment (at least 1 months before the first monthly filing is due).

(a) Issue "Notice of Intent" to the Collector/Officer for the proposed combined filings (designate "home" jurisdiction).

(b) Issue "Notice of Intent" to all the Collectors/Officers for the locations that will no longer file individuals under their respective EIT account numbers.

13 Businesses electing to file combined returns/payments must file monthly and report and remit withholdings electronically monthly.

14 Businesses not electing combined reporting under "Wal-Mart" provisions must file quarterly reports of all employees, their physical addresses, applicable PSD code, earnings, and EIT Withheld, along with payments of the total EIT Withheld, and submit to the Collector/Officer by the last day of the month following the end of each quarter.

15 Businesses must file reconciliation reports annually and submit copies of W-2s to their Collector/Officer.
