

**JORDAN TAX SERVICE, INC.**  
7100 BAPTIST RD  
BETHEL PARK PA 15102-3908  
(412) 345-7966



Tax Year	2021
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DATES LIVING AT EACH ADDRESS	STREET ADDRESS (No PO Box, RD or RR)	CITY OR POST OFFICE	STATE	ZIP
/ / TO / /				
/ / TO / /				

LAST NAME, FIRST NAME, MIDDLE INITIAL		SPOUSE'S LAST NAME, FIRST NAME, MIDDLE INITIAL	
STREET ADDRESS (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY		STATE	ZIP CODE

EXTENSION ☐ AMENDED RETURN ☐ NON-RESIDENT ☐

**THIS ANNUAL RETURN MUST BE FILED**  
even if tax was fully withheld by your  
employer and/or if no additional tax is due.

ONLINE FILING  
www.jordantax.com/eitfinal

DAYTIME PHONE NUMBER AND/OR EMAIL ADDRESS		RESIDENT PSD CODE		ACCT. NO.:		PIN:		ACCT. NO.:		PIN:	
		<div><div></div><div></div><div></div><div></div><div></div><div></div></div>									
<p>The calculations reported in the first column MUST pertain to the name printed in the column regardless of whether the husband or wife appears first.</p> <p><b>Combining income is NOT permitted.</b></p> <p><b>ONLY USE BLACK OR BLUE INK TO COMPLETE THIS FORM</b></p> <p><input type="checkbox"/> Single   <input type="checkbox"/> Married, Filing Jointly   <input type="checkbox"/> Married, Filing Separately   <input type="checkbox"/> Final Return*</p>				<p>Social Security #</p> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <p>If you had NO EARNED INCOME, check the reason why:</p> <div><div><input type="checkbox"/> disabled</div><div><input type="checkbox"/> deceased</div><div><input type="checkbox"/> homemaker</div><div><input type="checkbox"/> unemployed</div></div> <div><div><input type="checkbox"/> student</div><div><input type="checkbox"/> military</div><div><input type="checkbox"/> retired</div></div>		<p>Spouse's Social Security #</p> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <p>If you had NO EARNED INCOME, check the reason why:</p> <div><div><input type="checkbox"/> disabled</div><div><input type="checkbox"/> deceased</div><div><input type="checkbox"/> homemaker</div><div><input type="checkbox"/> unemployed</div></div> <div><div><input type="checkbox"/> student</div><div><input type="checkbox"/> military</div><div><input type="checkbox"/> retired</div></div>					
1. Gross Compensation as Reported on W-2s (Use Box 16 / Enclose W-2s) . . . . .				.00		.00					
2. Unreimbursed Employee Business Expenses (Enclose PA Schedule UE) . . . . .				.00		.00					
3. Other Taxable Earned Income (See Instructions / Enclose 1099 Form(s)) . . . . .				.00		.00					
4. <b>Total Taxable Earned Income</b> (Subtract Line 2 from Line 1 and add Line 3) . . . . .				.00		.00					
5. Net Profit (Enclose PA Schedule C, E, F, K-1) . . . . . NON-TAXABLE S-Corp earnings check this box: <input type="checkbox"/> (Enclose Verification)				.00		.00					
6. Net Loss (Enclose PA Schedule C, E, F, K-1) . . . . .				.00		.00					
7. Total Taxable Net Profit (Subtract Line 6 from Line 5. If less than zero, enter zero) . . . . .				.00		.00					
8. Total Taxable Earned Income and Net Profit (Add Lines 4 and 7) . . . . .				.00		.00					
9. <b>Total Tax Liability</b> (Line 8 multiplied by ) . . . . .				.00		.00					
10. Total Local Earned Income Tax Withheld as Reported on W-2(s) . . . . . (Refer to Box 19 on Form W-2(s) / Do not include any of the \$52.00 LST tax)				.00		.00					
11. Quarterly Estimated Payments/Credit From Previous Tax Year . . . . .				.00		.00					
12. Miscellaneous Tax Credits (See Instructions / Enclose PA Schedule G if applicable) . . . . .				.00		.00					
13. <b>TOTAL PAYMENTS and CREDITS</b> (Add Lines 10 through 12) . . . . .				.00		.00					
14. <b>Refund</b> IF MORE THAN \$1.00, enter amount (or select credit on line 15) . . . . .				.00		.00					
15. <b>Credit Taxpayer/Spouse</b> . . . . . <input type="checkbox"/> Credit to next year <input type="checkbox"/> Credit to spouse				.00		.00					
16. <b>EARNED INCOME TAX BALANCE DUE</b> (Line 9 minus Line 13) . . . . .				.00		.00					
17. <b>Penalty after April 15</b> (Multiply Line 16 by .0100 per month ) . . . . .				.00		.00					
18. <b>Interest after April 15</b> (Multiply Line 16 by .0025 per month ) . . . . .				.00		.00					
19. <b>TOTAL PAYMENT DUE</b> (Add Lines 16, 17 and 18) Payable to ACSWTCD . . . . . <b>COMPLETE ATTACHED PAYMENT VOUCHER</b>				.00		.00					

YOUR SIGNATURE	SPOUSE'S SIGNATURE (If Filing Jointly)	DATE (MM/DD/YYYY)
PREPARER'S PRINTED NAME & SIGNATURE		PHONE NUMBER

## Find and/or Confirm your PSD CODE:

Please confirm your tax payment is being sent to the municipality and school district in which you reside. If your PSD Code is not correct, change your PSD Code with your employer by completing a new Residency Certification Form found at [www.jordantax.com/forms](http://www.jordantax.com/forms).

Allegheny County Central Tax Collection District Resident PSD Codes and Tax Rates		
PSD CODE	TAX ENTITY NAME	TAX RATE
700101	MOUNT OLIVER BORO	3.00%
700102	PITTSBURGH CITY	3.00%

Allegheny County Southwest Tax Collection District Resident PSD Codes and Tax Rates		
PSD CODE	TAX ENTITY NAME	TAX RATE
730101	BALDWIN BORO	1.00%
730102	BALDWIN TWP	1.00%
730104	WHITEHALL BORO	1.70%
730201	BETHEL PARK BORO	1.40%
730301	BRENTWOOD BORO	1.00%
730401	CARNEGIE BORO	1.00%
730402	CRAFTON BORO	1.00%
730403	ROSSLYN FARMS BORO	1.00%
730501	BRIDGEVILLE BORO	1.00%
730502	COLLIER TWP	1.00%
730503	HEIDELBERG BORO	1.00%
730504	SCOTT TWP	1.00%

Allegheny County Southwest Tax Collection District Resident PSD Codes and Tax Rates		
PSD CODE	TAX ENTITY NAME	TAX RATE
730601	CLAIRTON CITY	1.50%
730701	CORAOPOLIS BORO	1.00%
730702	NEVILLE TWP	1.00%
730801	DUQUESNE CITY	1.90%
730901	CASTLE SHANNON (KOSD)	1.00%
730902	DORMONT BORO	1.00%
730903	GREEN TREE BORO	1.00%
731001	INGRAM BORO	1.00%
731002	KENNEDY TWP	1.00%
731003	PENNSBURY VILLAGE BORO	1.00%
731004	ROBINSON TWP	1.00%
731005	THORNBURG BORO	1.00%
731101	CRESCENT TWP	1.00%
731102	MOON TWP	1.00%
731201	MT LEBANON TWP	1.30%
731301	SOUTH FAYETTE TWP	1.00%
731401	SOUTH PARK TWP	1.00%
731501	HOMESTEAD BORO	1.00%
731502	MUNHALL BORO	1.00%
731503	WEST HOMESTEAD BORO	1.00%
731601	MCKEES ROCKS BORO	1.00%

Allegheny County Southwest Tax Collection District Resident PSD Codes and Tax Rates		
PSD CODE	TAX ENTITY NAME	TAX RATE
731602	STOWE TWP	1.00%
731701	UPPER ST CLAIR TWP	1.30%
731801	FINDLAY TWP	1.00%
731802	NORTH FAYETTE TWP	1.00%
731803	OAKDALE BORO	1.00%
731901	JEFFERSON HILLS BORO	1.00%
731902	PLEASANT HILLS (WJHSD)	1.00%
731903	WEST ELIZABETH BORO	1.00%
732001	WEST MIFFLIN BORO	1.00%
732002	WHITAKER BORO	1.00%
Annexations / Exceptions		
PSD CODE	TAX ENTITY NAME	TAX RATE
730103	PLEASANT HILLS (Assessed to Baldwin Whitehall S.D.)	1.00%
730105	PITTSBURGH CITY (Assessed to Baldwin Whitehall S.D.)	1.50%
730202	CASTLE SHANNON BORO (Assessed to Bethel Park S.D.)	1.00%

## File your 2021 EIT Act 32 Final Return(s) Online - Go to [www.jordantax.com/eitfinal](http://www.jordantax.com/eitfinal) - If paying online use eCode CWF.

Note: You will need your Account Number, Social Security Number and PIN in order to file online - these items are located on the 2021 Taxpayer Annual Local Earned Income Tax Return. Any entries on Line(s) 2, 3, 5, 6 and/or 12 must have documentation submitted for verification. The Payment Voucher below can be used for submitting documentation and/or payments that may be required when filing online. (Enter Online Confirmation # on Payment Voucher) Use the labels provided to mail any supporting documents and/or payment if required. Any questions, please call the JTS Act 32 Help Line at (412) 345-7966 or send us an email at [custsvc@jordantax.com](mailto:custsvc@jordantax.com).

\* \* \* \* \*

### Part Year Residents Cannot File Online

## Use the Labels provided or Mail completed returns and/or payment voucher to the proper address below.

PAYMENT ENCLOSED  
ALLEGHENY COUNTY SOUTHWEST TCD  
7100 BAPTIST RD  
BETHEL PARK PA 15102-3908

NO PAYMENT OR REFUND  
ALLEGHENY COUNTY SOUTHWEST TCD  
7100 BAPTIST RD  
BETHEL PARK PA 15102-3908

REFUND OR CREDIT REQUESTED  
ALLEGHENY COUNTY SOUTHWEST TCD  
7100 BAPTIST RD  
BETHEL PARK PA 15102-3908

ONLINE FILER - (Documentation/Payment)  
ALLEGHENY COUNTY SOUTHWEST TCD  
7100 BAPTIST RD  
BETHEL PARK PA 15102-3908

----- Remove and return the voucher below with any payment and/or documentation. -----



**JORDAN TAX SERVICE, INC.**  
7100 BAPTIST RD  
BETHEL PARK PA 15102-3908  
(412) 345-7966

## 2021 EARNED INCOME TAX PAYMENT VOUCHER Allegheny County Southwest Tax Collection District (73)

LAST NAME, FIRST NAME, MIDDLE INITIAL		
STREET ADDRESS (No PO Box, RD or RR)		
SECOND LINE OF ADDRESS		
CITY	STATE	ZIP CODE

Resident PSD Code	
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Name	Spouse's Name
<div style="border: 1px solid black; width: 200px; height: 30px;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px;"></div>
Social Security #	Spouse's Social Security #
<div style="border: 1px solid black; width: 200px; height: 20px;"></div>	<div style="border: 1px solid black; width: 200px; height: 20px;"></div>
TOTAL LINE 19	TOTAL LINE 19
<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>

<b>TOTAL DUE - PAYABLE TO ACSWTC</b>	<b>\$</b>	<b>.00</b>
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If you filed online:  
Enter Confirmation # \_\_\_\_\_

☐ Credit Card ☐ eCheck ☐ Money Order  
☐ Check # \_\_\_\_\_ Date \_\_\_\_\_



**Consider FILING your Annual Return ONLINE!**

**Go to: *[www.jordantax.com/eitfinal](http://www.jordantax.com/eitfinal)***

You will need your ACCOUNT NUMBER AND PIN from the “Taxpayer Annual Local Earned Income Tax Return” that was previously mailed to you.

**Part Year Residents CANNOT file online.**

**Get your refund faster!**

**Direct Deposit of your refund  
is now available for Online Filers!**



# TAXPAYER ANNUAL LOCAL EARNED INCOME TAX RETURN

## INSTRUCTIONS

### A. General Instructions

1. **WHEN TO FILE:** This return must be completed and filed by all persons subject to the tax on or before April 15 (unless the 15th is a Saturday or Sunday then file the next business day), regardless of whether or not tax is due. If you file a Federal or State Application for Extension, check the extension box on the front of the form and send this form along with your estimated payment by April 15, unless the 15th is a Saturday or Sunday, then by the next business day. If you use a professional tax preparer, confirm that they will submit your final return for you.
2. **WHERE TO FILE:** Remit to the local earned income tax collector for every tax collection district in which you lived during the year.
3. **EFFECTIVE DATES:** January 1 through December 31, unless otherwise noted on your local earned income tax return.
4. **AMENDED RETURN:** If a taxpayer amends his/her federal/state income tax return, an amended local earned income tax return must also be filed with the local earned income tax collector.
5. **RECEIPT / COPY:** Your cancelled check is sufficient proof of payment.
6. **PENALTY AND INTEREST:** If for any reason the tax is not paid when due, penalty and interest will be charged. Any late payment or filing and/or incorrect filing, may result in additional costs of collection.
7. **ROUND OFF CENTS** to the nearest whole dollar. Do not include amounts under 50 cents. Increase amounts from 50 to 99 cents to the next dollar amount.
8. **USE BLACK OR BLUE INK ONLY WHEN COMPLETING THIS FORM.**
9. **PART YEAR RESIDENTS:** If you lived in more than one location during the year, you must complete a **SEPARATE TAX RETURN** for each location. If returns include the Allegheny County Central AND the Allegheny County Southwest Tax Collection District, mail the returns together to either location. Use the spaces provided to indicate move dates and addresses. Your return must be completed based on these dates. You must submit a copy of all returns (including copy of W-2s) with each final return filed and a copy of the front page of your Pennsylvania State Tax Return. If wages are not provided or available by location on your W-2, complete the Part Year Resident Schedule below.

### PART YEAR RESIDENT SCHEDULE

If you moved into a new taxing jurisdiction during the tax year, complete this schedule and transfer the information to your annual local EIT return. If you moved more than once, complete an additional Part Year Resident Schedule. If part year resident status is attributable to out of state (Pennsylvania) residence, do not complete this schedule. Enter PA wages, PA address and period of residency on page 1.

RESIDENT PSD CODE	<div style="display: flex; justify-content: space-around; height: 20px;"> <span></span><span></span><span></span><span></span><span></span><span></span> </div>	FROM	<div style="display: flex; justify-content: space-around; height: 20px;"> <span></span><span></span><span></span> </div>	TO	<div style="display: flex; justify-content: space-around; height: 20px;"> <span></span><span></span><span></span> </div>
CURRENT RESIDENCE _____ (STREET ADDRESS ONLY, No PO Box, RD, RR)					
_____ (MUNICIPALITY, STATE, ZIP) <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>					
EMPLOYER _____		START DATE _____	END DATE _____	NO. OF MONTHS AT THIS RESIDENCE	
PA STATE INCOME \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
WITHHOLDING (Box 19 of W-2) \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
EMPLOYER _____		START DATE _____	END DATE _____		
PA STATE INCOME \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
WITHHOLDING (Box 19 of W-2) \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
<b>CURRENT RESIDENCE TOTAL INCOME*</b> _____			<b>TOTAL LOCAL TAX WITHHELD*</b> _____		
<b>*Put these figures on your first return</b>					

RESIDENT PSD CODE	<div style="display: flex; justify-content: space-around; height: 20px;"> <span></span><span></span><span></span><span></span><span></span><span></span> </div>	FROM	<div style="display: flex; justify-content: space-around; height: 20px;"> <span></span><span></span><span></span> </div>	TO	<div style="display: flex; justify-content: space-around; height: 20px;"> <span></span><span></span><span></span> </div>
PREVIOUS RESIDENCE _____ (STREET ADDRESS ONLY, No PO Box, RD, RR)					
_____ (MUNICIPALITY, STATE, ZIP) <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>					
EMPLOYER _____		START DATE _____	END DATE _____	NO. OF MONTHS AT THIS RESIDENCE	
PA STATE INCOME \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
WITHHOLDING (Box 19 of W-2) \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
EMPLOYER _____		START DATE _____	END DATE _____		
PA STATE INCOME \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
WITHHOLDING (Box 19 of W-2) \$ _____ / 12 MONTHS X _____ (MONTHS AT THIS RESIDENCE) = _____					
<b>PREVIOUS RESIDENCE TOTAL INCOME*</b> _____			<b>TOTAL LOCAL TAX WITHHELD*</b> _____		
<b>*Put these figures on your second return</b>					





# TAXPAYER ANNUAL LOCAL EARNED INCOME TAX RETURN

## INSTRUCTIONS

### B. Regulations/ Line by Line Instructions

#### Line 1: GROSS EARNINGS FOR SERVICES RENDERED

**Documentation Required:** W-2(s) must be enclosed (legible photocopies are accepted).

**TAXABLE INCOME INCLUDES:** Salaries, Wages, Commissions, Bonuses, Tips, Stipends, Fees, Incentive Payments, Employee Contributions to Retirement Accounts, Compensation Drawing Accounts (If amounts received as a drawing account exceed the salaries or commission earned, the tax is payable on the amounts received. If the employee subsequently repays to the employer any amounts not in fact earned, the tax shall be adjusted accordingly.). Benefits Accruing from Employment, such as: Annual Leave, Vacation, Holiday, Separation, Sabbatical Leave, Compensation Received in the Form of Property shall be taxed at its fair market value at the time of receipt, Jury Duty Pay, Military Pay for services other than Active Duty, Sick Pay (if employee received a regular salary during period of sickness or disability by virtue of his agreement of employment), and Taxes Assumed by the Employer. Taxpayer should refer to the PA Department of Revenue regulations regarding taxable compensation. This list is not exhaustive; contact your local earned income tax collector if you have any questions.

**NON-TAXABLE INCOME INCLUDES:** Social Security Benefits, Unemployment Compensation, Pensions, Public Assistance, Death Benefits, Gifts, Interest, Dividends, Boarding and Lodging to Employees for Convenience of Employer, Lottery Winnings, Supplementary Unemployment Benefits (sub pay), Capital Gains (Capital losses may not be used as a deduction against other taxable income.), Disability Benefits (periodical payments received by an individual under a disability insurance plan), Active Military Service and Summer Encampment, Personal Use of Company Cars, Cafeteria Plans, and Clergy Housing Allowance. Some forms of payments from Individual Retirement Programs such as Keogh, Tax Shelter Annuity, IRA, and normal 401K are not taxable. Taxpayer should refer to the PA Department of Revenue regulations regarding taxable compensation. This list is not exhaustive; contact your local earned income tax collector if you have any questions.

#### Line 2: ALLOWABLE EMPLOYEE BUSINESS EXPENSES

**Documentation Required:** Pennsylvania form PA-UE must be enclosed (legible photocopies are accepted).

**Line 3: OTHER TAXABLE EARNED INCOME:** Include income, from work or services performed, which has not been included on line 1 or line 5. Do not include interest, dividends or capital gains.

**Line 4: TOTAL TAXABLE EARNED INCOME:** Subtract line 2 from line 1 and add line 3.

**Lines 5 & 6: NET PROFITS/NET LOSSES FROM BUSINESS:** Use line 5 for profit and line 6 for loss.

**Documentation Required:** 1099(s), PA Schedules C, E, F, or K-1 must be enclosed (legible photocopies are accepted).

**Rule:** A taxpayer may NOT offset a business loss against wages and other compensation (W-2 earnings – line 1). "Passthrough" income from an S-Corporation is NOT taxable and loss is not deductible. A taxpayer may offset a loss from one business entity against a net profit from another business entity.

**Line 7: TOTAL TAXABLE NET PROFIT:** Subtract line 6 from line 5; if less than zero, enter zero.

**Line 8: TOTAL TAXABLE EARNED INCOME AND NET PROFIT:** Add lines 4 & 7.

**Line 9: TAX LIABILITY:** Multiply line 8 by your local earned income tax rate. If you don't know your rate, contact your local earned income tax collector where you live or visit [www.newPA.com](http://www.newPA.com) to find your rate.

**Line 10: EARNED INCOME TAX WITHHELD:** You may claim credit for local tax withheld as shown on your W-2 form, but only up to the rate of tax printed on line 9 of the tax return. Do not claim entire amount of tax withheld if it is greater than the tax rate for your resident taxing jurisdiction, unless it also exceeds the non-resident tax rate where you work.

**Line 11: QUARTERLY ESTIMATED PAYMENTS/CREDITS FROM PREVIOUS TAX YEAR:** List any quarterly estimated payments made to date for appropriate filing year. Do not include any penalty and interest amounts that may have been made with the quarterly payments. Also, include tax credit from the previous tax year.

#### Line 12: MISCELLANEOUS CREDITS

General Rules Applicable to All Line 12 Credits:

- (1) Credits for income taxes paid to other states must first be used against your Pennsylvania state income tax liability; any credit remaining thereafter may be used against your local earned income tax liability.
- (2) Credits for income taxes paid to political subdivisions located outside of Pennsylvania or for wage taxes paid to Philadelphia may be taken directly against your local earned income tax liability.
- (3) In calculating your credit for income taxes paid to another state or to a political subdivision, note that the same items of income must be subject to both your local earned income tax and the out-of state tax.
- (4) No credit for income taxes paid to another state or political subdivision may exceed your total local earned income tax liability.

**Credit for Taxes Paid to Other States:** You may take a credit based upon the gross earnings taxed both in another state and in Pennsylvania that is in excess of Pennsylvania state personal income tax rate. THIS CREDIT WILL BE DISALLOWED IF THE NON-RESIDENT OR FOREIGN US STATE RETURN AND YOUR W-2 FORM SHOWING STATE INCOME TAX WITHHELD IS NOT PROVIDED.

**No credits are given for state income tax withheld from an employee who works in a state that has a reciprocal agreement with the Commonwealth of Pennsylvania (Indiana, Maryland, New Jersey, Ohio, Virginia and West Virginia).**

**Line 12: MISCELLANEOUS CREDITS continued**

Example: Taxpayer earned wages of \$10,000.00 in Delaware and paid an income tax liability to that state of \$317.00. Assuming the current Pennsylvania state tax rate is 3.07% for the tax year in question, since the \$317.00 exceeds 3.07% (PA Tax) amount of \$307.00 by \$10.00, the \$10.00 may be credited against your local income tax.

Gross Income . . . . .	(1)	\$10,000.00
Local Tax 1% x .01 . . . . .		X .01
	(2)	100.00
Tax paid to Delaware . . . . .	(3)	317.00
PA Income Tax (3.07% x \$10,000.00) . . . . .	(4)	307.00
Credit to be used against Local Tax (Line 3 minus Line 4)		
On Line 12 of the tax return, enter this amount . . .	(5)	10.00
or the amount on Line 2 of worksheet, whichever is less.		

If all your wages or gross earnings are subject to Delaware State Income Tax (not PA), use the above example to calculate your tax obligation. If you had earned income NOT taxed by Delaware, this income would be subject to the earned income tax effective where you live and must be shown separately on the Local Earned Income Tax Return.

**Credit for Taxes Paid to Political Subdivisions Outside of Pennsylvania:** You may take a credit based upon the gross earnings taxed in both another political subdivision and where you live in Pennsylvania. THIS CREDIT WILL BE DISALLOWED IF THE FOREIGN CITY RETURN AND OR YOUR W-2 FORM SHOWING CITY INCOME TAX WITHHELD IS NOT PROVIDED.

**Credit for Taxes to Philadelphia:** You may use any wage tax paid to Philadelphia as a credit toward your local earned income tax liability. You must complete the Local Earned Income Tax Return. A COPY OF YOUR W-2 AND/OR VERIFICATION OF TAXES PAID MUST BE ENCLOSED WITH THE FORM OR CREDIT WILL BE DISALLOWED. No refunds or credits will be allowed for any overpayment made to Philadelphia. On line 12 of the tax return, enter the amount of Philadelphia wage tax paid.

**Line 13: TOTAL PAYMENTS AND CREDITS:** Enter the sum of lines 10, 11 & 12.

**Line 14: REFUND:** If tax (line 9) is less than your credits (line 13), enter amount of refund. If you have an overpayment of taxes in excess of \$1.00, you may elect to receive a refund or take same as credit against the next year's tax liability. A 1099 will be issued to the Federal Government for any credit or refund in excess of \$10.00.

**Line 15: CREDIT:** If tax (line 9) is less than your credits (line 13) enter amount of credit and check the applicable box for credit to spouse or credit to next year. A 1099 will be issued to the Federal Government for any credit or refund in excess of \$10.00.

**Line 16: AMOUNT OF TAX DUE:** If tax (line 9) is larger than your credits (line 13), enter amount of tax due, if less than \$1.00, ENTER ZERO.

**Lines 17 & 18: INTEREST AND PENALTIES:** If for any reason the tax is not paid when due, interest and penalty of the unpaid tax for each month shall be added and collected. Returns received after the due date may be charged additional costs of collection.

**Line 19: TOTAL AMOUNT DUE:** The sum of lines 16, 17 & 18. OMIT IF LESS THAN \$1.00.

**Note:** All accounts are subject to audit and review. Local or city copy of W-2 and/or supporting schedules must be enclosed with tax return.

Legible photocopies of W-2(s) and schedules are accepted.

\* \* \* \* \*

### Part Year Residents Cannot File Online.

\* \* \* \* \*

**Non-Residents** must include Home State Return or Visa and PA Non-Resident Return. Include your Employer Work Location and Employer Work Location PSD Code.

\* \* \* \* \*

### Make Sure Your Local Earned Income Taxes Go To Work For You And Your Community!

If your work location has changed or you have moved, be certain to complete an updated EIT Residency Certification Form with your new PSD Code to file with your employer.

You can find this form at: <http://www.jordantax.com/forms/eitresidencycertificationform.pdf>