



**INSTRUCTIONS TO EMPLOYER**

- 1. In accordance with the resolution of the Penn Hills School District and Penn Hills Municipality relating to the imposition of earned income tax and net profits tax, every employer doing business or maintaining an office in the Municipality of Penn Hills is required to hold 1.75% for all employees employed within the Municipality of Penn Hills. Non-residents are subjected to this tax only if no such tax is enacted in the municipality in which they reside.
- 2. Forms must be filed Quarterly on or before Due Dates shown on the face of this form.
- 3. In lieu of completing the bottom front portion of this form, employers may provide internal payroll listings if employee's name, social security number, municipality of residence and tax due for the quarter is provided.
- 4. Interest and Penalties: Tax remaining unpaid after they become due shall bear interest at the rate of One Percent (1%) for each month or fraction of a month until paid.
- 5. Make checks payable to: Penn Hills School District Tax Office  
  
Mail to local service box: Penn Hills School District Tax Office  
P.O. Box 640063  
Pittsburgh, PA 15264-0063
- 6. Other inquiries can be made at: Penn Hills School District Tax Office  
309 Collins Drive  
Pittsburgh, PA 15235  
412-793-7063  
412-793-7182

**PLEASE ANSWER IF APPLICABLE**

Have you ceased being an Employer? .....  YES  NO

If yes, give date \_\_\_\_\_

Have you discontinued or sold business? .....  YES  NO

If yes, give date \_\_\_\_\_

If sold, name of New Owner(s) \_\_\_\_\_

Your new Mailing Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If Name or Address are Changed, Please give New Name or Address below:

Correct Name \_\_\_\_\_

Correct Address \_\_\_\_\_