

**NOTICE OF INTENTION TO FILE COMBINED RETURN OF LOCAL EARNED INCOME TAXES**

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Employer)

To: \_\_\_\_\_ (Tax Collection District "TCD")

c/o \_\_\_\_\_ (Tax Officer)

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

**Employer's places of business within TCD:** \_\_\_\_\_

( ) Check here if continued on an attached sheet.

**Locations of Employer's payroll operations in Pennsylvania** (If none, provide address of out-of-state payroll operations office.): \_\_\_\_\_

( ) Check here if continued on an attached sheet.

**TCD with which Employer's combined return will be filed ("Filing TCD")** (check one):

( ) Allegheny County Central Tax Collection District

( ) Southwest Allegheny County Tax Collection District

Tax Officer for Filing TCD: **Jordan Tax Service, Inc.**, 102 Rahway Road, McMurray, PA 15317

**NOTICE TO EMPLOYER**

Act 32 of 2008 ("Act") requires that this Notice be filed with the Tax Officer for each of Employer's places of employment at least **30 days prior** to Employer filing its first combined monthly return or making its first combined monthly payment.

**Proposed date of first combined filing:** \_\_\_\_\_

**EMPLOYER'S AGREEMENT AND DECLARATION**

Employer agrees to timely withhold and electronically file the proper amount of local earned income tax ("EIT") together with a complete and accurate return for each of its employees that work in all of its places of business in Pennsylvania with Jordan Tax Service, Inc. and will otherwise carry out its duties and responsibilities as an Employer under the Act. Employer declares (1) that it employs one or more employees in the Filing TCD; (2) that it meets the Act's requirements for combined filing; and (3) that it has received written approval from Jordan Tax Service, Inc. to file a combined return in the Filing TCD.

Signature of Authorized Representative of Employer: \_\_\_\_\_

Print full name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Employer's Federal Tax ID No. (FEIN): \_\_\_\_\_

cc: Jordan Tax Service, Inc.  
ATTN: Act 32 Compliance  
102 Rahway Road  
McMurray, PA 15317