

NOTICE OF INTENTION TO FILE COMBINED RETURNS AND MAKE COMBINED PAYMENTS

DATE:

TO:

FROM:

Please be advised that _____, hereafter known as EMPLOYER, with a facility located within your taxing jurisdiction at

is hereby filing this Notice of Intention to File Combined Returns and Make Combined Payments of the Earned Income Tax withheld from all employees who are employed in the Commonwealth of Pennsylvania with the York Adams Tax Bureau, 1405 North Duke Street, York PA 17405, Tax Officer for the Adams and York County Tax Collection Districts.

As part of this decision EMPLOYER understands and commits to the following requirements:

1. EMPLOYER shall deduct from the compensation due each employee, employed at each of EMPLOYER'S Pennsylvania work locations, the greater of the employee's resident tax or the employee's work location non-resident tax as released in the official register maintained by the Department of Community and Economic Development, Municipal Statistics Division.
2. Within 30 days of the end of each month, EMPLOYER shall file a return and pay the amount of income taxes deducted during the preceding calendar month from all employees employed within the Commonwealth of Pennsylvania.
3. The return shall be filed electronically and shall show the name, address and social security number of each employee, the compensation of the employee during the preceding month, the income tax deducted from the employee, the political subdivision imposing the income tax upon the employee, the total compensation of all employees during the preceding month, the total income tax deducted from the employees and paid with the return and the work/employment location for each employee.

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4. Payment of the income tax withheld must be made electronically within thirty (30) days following the last day of each month, at the time of filing the monthly income tax return.
5. This Notice of Intention to File Combined Returns and Make Combined Payments shall not be construed to change the location of an employee's place of employment for purposes of non-resident tax liability or Local Services Tax.
6. On or before February 28 of the succeeding year, EMPLOYER shall file with the York Adams Tax Bureau/Adams and York County Tax Collection Districts:
 - i. An Annual Return showing, for the period beginning January 1 of the current year and ending December 31 of the current year, the total amount of compensation paid, the total amount of income tax deducted, the total amount of income tax paid to the York Adams Tax Bureau.
 - ii. An individual withholding statement, which may be integrated with the Federal Wage and Tax Statement (Form W-2), for each employee employed for all or any part of the period beginning January 1 of the current year and ending December 31 of the current year, setting forth the address and Social Security number, the amount of compensation paid to the employee during the period, the amount of income tax deducted, the amount of income tax paid to the York Adams Tax Bureau, the numerical code prescribed by the department representing the tax collection district where the payments of deducted tax were remitted.

NOTE: York Adams Tax Bureau/Adams County Tax Collection District numerical code is 01; York Adams Tax Bureau/York County Tax Collection District numerical code is 67. This numerical code must be listed in the "locality" box on the withholding statement of each employee whose income tax was remitted to York Adams Tax Bureau/Adams or York County Tax Collection District.

7. If EMPLOYER discontinues business prior to December 31 of the current year shall, within thirty (30) days after the discontinuance of business, electronically file the returns and withholding statements required above and electronically pay the income tax due at the time of filing the final returns.

Signature of Responsible Person _____

Name of Responsible Person (printed) _____

Responsible Person Phone # _____ Email _____

Responsible Person Address _____
