

## **NOTICE OF INTENT TO FILE COMBINED RETURNS AND MAKE COMBINED PAYMENTS**

**DATE:**

[Insert name address of Collector]

Please be advised that \_\_\_\_\_  
, FEIN \_\_\_\_\_, with a facility located within your taxing jurisdiction  
at \_\_\_\_\_  
hereafter known as EMPLOYER, is hereby filing this Notice of Intent 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 Berks Earned Income Tax Bureau,  
1125 Berkshire Blvd., Suite 115, Wyomissing, PA 19610. Berks Earned Income Tax Bureau is  
the Tax Officer for the Berks County Tax Collection District. The filing of combined returns and  
payments is effective \_\_\_\_\_ (effective date must be the 1st day of the month).

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 local earned income tax deducted from the employee, the PSD Code and political subdivision name imposing the income tax upon the employee, and the work/employment location municipality name and PSD Code for each employee.
4. Payment of the local earned 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.

6. On or before February 28 of the succeeding year, EMPLOYER shall file with the Berks Earned Income Tax Bureau:

a. 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 local earned income tax paid to the Berks Earned Income Tax Bureau. This must be send electronically, paper w2's will not be accepted.

7. If EMPLOYER discontinues business prior to December 31 of the current year they 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.

Responsible Person:

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Signature	Date
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PrintName	Title
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Phone	Email
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Street Address	City	State	Zip
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Copy to:

Berks Earned Income Tax Bureau  
Attention: Employer Department  
1125 Berkshire Blvd., Suite 115  
Wyomissing, PA 19610