



2024 TAXPAYER ANNUAL LOCAL EARNED INCOME TAX RETURN Allegheny County Central Tax Collection District (70)

JORDAN TAX SERVICE, INC. 437 GRANT ST STE 900 FRICK BLDG PITTSBURGH PA 15219-6101 (412) 345-7966



You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes. Contact your Tax Officer.

If you have relocated during this year, please complete the section below and the Part-Year Resident Schedule included with the Instructions. A final return is required to be filed for each resident PSD Code lived in. Please include a copy of each return when filing.

Tax Year 2024

Table with 5 columns: DATES LIVING AT EACH ADDRESS, STREET ADDRESS (No PO Box, RD or RR), CITY OR POST OFFICE, STATE, ZIP

Form fields for LAST NAME, FIRST NAME, MIDDLE INITIAL; SPOUSE'S LAST NAME, FIRST NAME, MIDDLE INITIAL; STREET ADDRESS; 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

Form section for Social Security and Spouse's Social Security information, including reasons for no earned income (disabled, deceased, homemaker, unemployed, student, military, retired).

Main tax calculation table with 3 columns: Description, Amount, and Tax. Rows include Gross Compensation, Total Taxable Earned Income, Net Profit, Total Tax Liability, and Earned Income Tax Balance Due.

Declaration and signature section: Under penalties of perjury, I (we) declare that I (we) have examined this information... YOUR SIGNATURE, SPOUSE'S SIGNATURE, DATE, 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.

Allegheny County Central Tax Collection District Resident PSD Codes and Tax Rates. Table with 3 columns: PSD CODE, TAX ENTITY NAME, TAX RATE.

Allegheny County Southwest Tax Collection District Resident PSD Codes and Tax Rates. Table with 3 columns: PSD CODE, TAX ENTITY NAME, TAX RATE.

Allegheny County Southwest Tax Collection District Resident PSD Codes and Tax Rates. Table with 3 columns: PSD CODE, TAX ENTITY NAME, TAX RATE.

Allegheny County Southwest Tax Collection District Resident PSD Codes and Tax Rates. Table with 3 columns: PSD CODE, TAX ENTITY NAME, TAX RATE.

Annexations / Exceptions. Table with 3 columns: PSD CODE, TAX ENTITY NAME, TAX RATE.

File your 2024 EIT Act 32 Final Return(s) Online - Go to 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 2024 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.

Part Year Residents Cannot File Online. See the attached Part Year Resident Schedule to assist in filing.

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

PAYMENT ENCLOSED ALLEGHENY COUNTY CENTRAL TCD FRICK BLDG 437 GRANT ST STE 900 PITTSBURGH PA 15219-6101
NO PAYMENT OR REFUND ALLEGHENY COUNTY CENTRAL TCD FRICK BLDG 437 GRANT ST STE 900 PITTSBURGH PA 15219-6101
REFUND OR CREDIT REQUESTED ALLEGHENY COUNTY CENTRAL TCD FRICK BLDG 437 GRANT ST STE 900 PITTSBURGH PA 15219-6101
ONLINE FILER - (Documentation/Payment) ALLEGHENY COUNTY CENTRAL TCD 102 RAHWAY RD MCMURRAY PA 15317-3349

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



JORDAN TAX SERVICE, INC. 437 GRANT ST STE 900 FRICK BLDG PITTSBURGH PA 15219-6101 (412) 345-7966

2024 EARNED INCOME TAX PAYMENT VOUCHER Allegheny County Central Tax Collection District (70)

Form with fields for LAST NAME, FIRST NAME, MIDDLE INITIAL; STREET ADDRESS; SECOND LINE OF ADDRESS; CITY, STATE, ZIP CODE.

Form for Resident PSD Code, Name, Spouse's Name, Social Security #, Spouse's Social Security #, TOTAL LINE 19.

TOTAL DUE - PAYABLE TO ACCTCD \$.00

If you filed online: Enter Confirmation # _____

Payment options: Credit Card, eCheck, Money Order, Check # _____ Date _____

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.**

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.

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.

RESIDENT PSD CODE	<input style="width: 100%;" type="text"/>	FROM	<input style="width: 100%;" type="text"/>	TO	<input style="width: 100%;" type="text"/>
CURRENT RESIDENCE	_____ (STREET ADDRESS ONLY, No PO Box, RD, RR)				
	_____ (MUNICIPALITY, STATE, ZIP)				
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)	=	_____	
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)	=	_____	
CURRENT RESIDENCE TOTAL INCOME*	_____			TOTAL LOCAL TAX WITHHELD*	_____
*Put these figures on your first return					

RESIDENT PSD CODE	<input style="width: 100%;" type="text"/>	FROM	<input style="width: 100%;" type="text"/>	TO	<input style="width: 100%;" type="text"/>
PREVIOUS RESIDENCE	_____ (STREET ADDRESS ONLY, No PO Box, RD, RR)				
	_____ (MUNICIPALITY, STATE, ZIP)				
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)	=	_____	
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)	=	_____	
PREVIOUS RESIDENCE TOTAL INCOME*	_____			TOTAL LOCAL TAX WITHHELD*	_____
*Put these figures on your second return					

PLEASE CONSIDER FILING YOUR ANNUAL RETURN ONLINE!

Get your refund faster!

Direct Deposit of your refund is available for online filers!

Go to: www.jordantax.com/eitfinal

You will need your ACCOUNT NUMBER AND PIN from your "Taxpayer Annual Local Earned Income Tax Return" (located above the Social Security Number).

Can't locate your PIN? Please email: EITPinRequest@jordantax.com.

Address labels have been provided for Online Filers who need to submit required documentation and/or payment. **To avoid processing delays, please include your account number and/or confirmation number on any correspondence submitted.**

Contact EITFiling@jordantax.com for online filing questions or to receive a secure link to submit required documentation.

If paying online (www.jordantax.com/payments), you must use your account number and eCode CWF.

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

Part Year Residents CANNOT file online. See the attached Part Year Resident Schedule to assist in filing.

For blank forms and detailed filing instructions go to: www.jordantax.com/forms.

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. Forms available at: www.jordantax.com/forms/eitresidencycertificationform.pdf.