

**PT**

**PARKING TAX  
CITY OF PITTSBURGH**

Rev 3/21

<b>ACCOUNT NO</b>	<b>FEDERAL ID</b>	Amended Return
<b>MONTH OF</b>		<b>SIGNATURE</b> _____
<b>CITY ID</b>		<b>TITLE</b> _____ <b>DATE</b> _____
<b>DUE ON OR BEFORE</b>		<b>PHONE</b> _____
		<b>E-MAIL ADDRESS</b> _____
		<b>PREPARER'S NAME</b> _____
		<b>PREPARER'S PHONE</b> _____
<small>I hereby certify, swear and aver that all statements herein are true and correct to the best of my knowledge and belief, being duly apprised of my duty under the law to submit honest and complete information or be subject to the penalties provided by law.</small>		
<b>OMISSION OF THE ABOVE APPLICABLE INFORMATION CONSTITUTES AN INCOMPLETE RETURN</b>		

**USE BLACK INK ONLY ON THIS FORM – DO NOT STAPLE ANYTHING TO THIS FORM**

**Location Used For Parking :** \_\_\_\_\_

**Parking Lot License Number/Valet Permit Number:** \_\_\_\_\_

**COMPUTATION OF TAX**

<b>PAYMENT TYPE</b>	<b>MONTHLY GROSS COLLECTION</b> <small>(THIS AMOUNT INCLUDES THE PARKING TAX COLLECTED FROM PATRONS)</small>
1. DAY	_____
2. NIGHT	_____
3. EVENT	_____
4. LEASE	_____
5. OTHER	_____

- |  |           |
|--|-----------|
| 6. TOTAL GROSS COLLECTION* (Total of Line 1 through Line 5)<br><small>*Total Gross Collection Amount includes the Parking Tax Collected from Patrons</small> | 6. _____  |
| 7. TAX DUE (Line 6 multiplied by the tax reciprocal 0.27273)   | 7. _____  |
| 8. INTEREST (1% (0.01) per month)  | 8. _____  |
| 9. PENALTY (5% (0.05) per month – penalty limit capped at 50%)   | 9. _____  |
| 10. TOTAL AMOUNT DUE (Add lines 7 through line 9)  | 10. _____ |

Amounts of \$2.00 or less are not due. Amounts of \$2.00 or less are not refundable.  
 Make check payable to: **TREASURER, CITY OF PITTSBURGH – DO NOT SEND CASH**  
 Mail to: **PARKING TAX – 414 GRANT ST – PITTSBURGH PA 15219-2476**  
 A **\$30.00** service fee will be charged for any check returned from the bank for any reason.

# PITTSBURGH PARKING TAX DAILY REPORT

COLOR CODES: BL-BLUE, GR-GREEN, PK-PINK, GD-GOLD, WH-WHITE, RD-RED, GY-GRAY, BR-BROWN, YL-YELLOW, OR-ORANGE

FOR THE MONTH AND TAX YEAR:

FOR THE MONTH AND TAX YEAR:															
DAY PARKING					NIGHT PARKING				EVENT PARKING				MONTHLY LEASES		
Day	COLOR	START Number	FINISH Number	GROSS Amount	COLOR	START Number	FINISH Number	GROSS Amount	COLOR	START Number	FINISH Number	GROSS Amount	Number of Leases	GROSS Amount	
1															
2															
3															
4															
5															
6															
7															
<b>SubTotals:</b>															
8															
9															
10															
11															
12															
13															
14															
<b>SubTotals:</b>															
15															
16															
17															
18															
19															
20															
21															
<b>SubTotals:</b>															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
<b>SubTotals:</b>															
<b>GRAND MONTHLY TOTALS:</b>		\$				\$				\$				\$	

# CITY OF PITTSBURGH PARKING TAX

CITY CODE, TITLE TWO, CHAPTER 253

## **GENERAL PARKING TAX FILING INSTRUCTIONS**

1. **Tax Rate - Act 44 (HB1828) of 2009 allows the tax to stay at the thirty seven and one half percent (37.5%) rate in 2010 and future years.** The rate of tax may be changed for any tax year by legislative actions of the Mayor and City Council. Therefore, it is advisable to check Section 253.02 of the Pittsburgh Code to determine the effective rate for the current tax year.
2. The City of Pittsburgh imposes a tax upon each parking transaction by a patron of a nonresidential parking place.
3. No operator shall begin or continue to conduct the operation of a nonresidential parking place without registering with the City Treasurer **412-255-2525** and obtaining an annual license with the Department of Permits, Licenses, and Inspections **412-255-2858** for each parking place.
4. Each operator shall maintain, separately, with respect to each parking place, the total amount of consideration received from all transactions, and the amount of tax collected on the basis of such consideration.
5. Operators shall collect the tax imposed by this ordinance and shall be liable to the City of Pittsburgh as agent thereof for payment to the City Treasurer.
6. Each operator, on forms prescribed by the Treasurer, shall file by the **(15<sup>th</sup>)** fifteenth day of each month, a return for the preceding month's collections, disclosing information as is required in the filing of the PT Form.
7. The PT Form requires the reporting of daily starting and finishing ticket numbers and the ticket colors.
8. **TOTAL GROSS COLLECTIONS (Line 6)**, should be the sum of each separate category, i.e., Day, Night, Event and Lease, and is to be reported on a daily basis on the reverse side of the PT Form.
9. **REFUNDS.** The City of Pittsburgh imposes the parking tax on the patron. The City of Pittsburgh will only issue refunds to the operator if the operator provides evidence that the parking tax was previously refunded to the patron(s).

**FOR ASSISTANCE CALL 412 255 2525**

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**THIS RETURN MUST BE FILED WITH THE TREASURER, CITY OF PITTSBURGH, ON OR BEFORE THE DATE INDICATED WITH REMITTANCE IN FULL FOR THE AMOUNT OF TAXES DUE TO AVOID THE IMPOSITION OF PENALTIES AND INTEREST. FAILURE TO FILE MAY RESULT IN LEGAL ACTION BY THE TREASURER'S OFFICE.**

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Has business been sold or discontinued? Do you need to update or change your business information? If **YES**, a **CHANGE IN BUSINESS STATUS FORM** must be completed and returned for processing. Form(s) can be downloaded at [www.pittsburghpa.gov/finance](http://www.pittsburghpa.gov/finance) or call **412-255-2525** to request the form.

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