

Payroll Expense Tax Allocation Schedule for Professional Organization Form Instructions

This form is to be completed by the Professional Employer Organization and submitted on a quarterly basis with the Payroll Expense Tax Return (ET-1). The PEO will list all of their clients/subsidiaries/companies' wages into the Wages column on the form. All wages will be automatically be totaled on Line 13, which must equal Line 2 on the ET-1 form. The ET Total column on Line 13 must equal Line 3 on the ET-1 Form.

The form can be broken down into two sections (which are listed below) and will be described in more detail.

1. Professional Employer Organization Information Section.
2. Professional Employer Organization's Client/Subsidiary/Company Information.

City of Pittsburgh Department of Finance
414 Grant Street Pittsburgh, PA 15219
Assistance? Call: (412) 255-8822
Email: taxcompliance@pittsburghpa.gov Fax: (412) 255-

Payroll Expense Tax Allocation Schedule for Professional Employer Organizations Form

This form is to be completed by the PEO and submitted on a quarterly basis with the ET-1 tax return. The PEO should list all of their clients/subsidiaries/company's information below. Each of the clients/subsidiaries/companies should be entered on a separate form. The ET Total column on Line 13 should equal Line 2 on the ET-1 Form. Please ensure all information is filled out and signed. In the Wages column. All the 13 should equal

<p>1 Company EIN of Professional Employer Organization 00-0000000</p> <p>Company Address of Professional Employer Organization 414 GRANT STREET</p> <p>5 City PITTSBURGH</p> <p>State PA</p>	<p>2 Company Name of Professional Employer Organization PEO COMPANY NAME</p> <p>7 Submitter's Name JOHN SMITH</p> <p>6 Phone Number (412) 255-8822</p> <p>8 Email JOHNSMITH@GMAIL.COM</p> <p>9 Zip Code 15219</p> <p>Submitter's Signature: I have examined this report and to the best of knowledge it is correct.</p>
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Section 1: The PEO will enter in the following information on the top portion of the form:

1. **EIN-** Enter the 9-digit Federal Tax ID number provided by the IRS for the PEO Company.
2. **PEO Company Name-** Enter the PEO Company Name.
3. **Tax Year-** Enter the tax year for which you are filing. This must correspond with the tax return you are submitting.
4. **Quarter-** Select the quarter for which you are submitting the allocation schedule form, e.g., 1st, 2nd, 3rd, or 4th quarter.
5. **PEO Company's Address-** Provide the address of your business location.
6. **Preparer's Name-** Enter the name of the person who is completing this form.
7. **Phone Number-** Enter the phone number of the preparer.
8. **Email-** Enter the email of the preparer.
9. **Preparer's Signature-** The preparer must sign this form certifying that all information provided is correct to the best of their knowledge.

Company EIN of Professional Employer Organization
00-0000000

Company Name of Professional Employer Organization
PEO COMPANY NAME

Tax Year
2019

Company Address of Professional Employer Organization
413 Grant Street

Submitter's Name
JOE SMITH

Phone Number
(412) 255-8822

Quarter
1st

City
Pittsburgh

State
PA

Zip Code
15219

Submitter's Signature: I have examined this report and to the best of knowledge it is correct

1	2	3	Wages (Total Must Equal Form ET-1 Line 2)	ET (Total Must Equal Form ET-1 Line 3)	5	6	7	8
Client/Subsidiary/Company Name	Client/Sub/Company EIN				Contact Name	Street Address	Phone Number	Email Address
COMPANY NAME 1	00-00000000	1.	\$ 150,000.00	\$ 825.00	JOHN DOE	414 GRANT ST PGH 15219	(412) 255-8822	JOHNDOE@PITTSBURGH.PA.GOV
COMPANY NAME 2	00-00000000	2.	\$ 2,000.00	\$ 11.00	Robert Manning Jr. Esq	414 GRANT ST PGH 15219	(412) 255-8822	dannyhanny@pittsburghpa.gov
COMPANY NAME 3	00-00000000	3.	\$ 50,000.00	\$ 275.00	LINDA SUE	414 GRANT ST PGH 15219	(412) 255-8822	LINDA SUE@PITTSBURGH.PA.GOV
COMPANY NAME 4	00-00000000	4.	\$ 150,000.00	\$ 825.00	JOHNNY	414 GRANT ST PGH 15219	(412) 255-8822	JOHNNY@PITTSBURGH.PA.GOV
		5.		\$ 0.00				
		6.		\$ 0.00				
		7.		\$ 0.00				
		8.		\$ 0.00				
		9.		\$ 0.00				
		10.						
Subtotals for sub/ client/ company. Add all amounts on Lines 1 through 10 (if additional lines are needed, go to Page 2).			11.	\$ 352,000.00	\$ 1,936.00			
Enter the combined subtotals from Page 2 of Schedule continuation sheet, Line 30.			12.	\$ 0.00	\$ 0.00			
TOTALS			13.	\$ 352,000.00	\$ 1,936.00			

Section 2: The PEO will list their clients' information in the appropriate columns.

- Client/Subsidiary/Company Name-** The PEO will list the names of the companies' in the first column. In the example above, the PEO listed the names of 4 companies.
- Client/Subsidiary/Company EIN-** Enter the 9-digit Federal Tax ID number provided by the IRS for each of the companies'.
- Wages-** The PEO will list the total wages from each company. This total must equal line 2 on the ET-1 Form. In the example above, Company 1 has \$150,000.00, Company 2 has \$2,000.00, Company 3 has \$50,000.00 and Company 4 has \$150,000, which totals to \$352,000 on line 13.
- ET-** Enter the payroll expense tax for each company. This is the Wage amount multiplied by 0.0055. The first Company 1 is reporting \$150,000 in wages. To calculate the ET column, multiply \$150,000 (gross wage) by 0.0055 (tax rate) to equal \$825.00 (tax due).
- Contact Name-** Enter the name of the company contact or legal representative.
- Street Address-** Enter the company street address. If a P.O. Box, provide the physical location address.
- Phone Number-** Enter the company phone number and/or cell phone number.
- Email Address-** Enter the company email address or legal representative's email address.

The Professional Employer Organization's Client/Subsidiary/Company Information continues onto page 2 if the PEO is reporting more than 10 clients/companies/subsidiaries. If the PEO is

filing for more than 26 clients/companies/subsidiaries, the PEO can complete and submit more than one Payroll Expense Tax Allocation Schedule Form to account for all clients/companies/subsidiaries. **All allocation schedule forms must be submitted together with the Payroll Expense Tax form.**

Client/Subsidiary/Company Name	Client/Sub/Company EIN	Wages	ET	Contact Name	Street Address	Phone Number	Email Address
		14.					
		15.					
		16.					
		17.					
		18.					
		19.					
		20.					
		21.					
		22.					
		23.					
		24.					
		25.					
		26.					
		27.					
		28.					
		29.					
Subtotals for sub/ client/ company. Add all amounts on Lines 14 through 29. Include the subtotals from Line 30 on Line 12.		30.					

Page 2 of 2

After the PEO completes the Payroll Expense Tax Allocation Schedule form, they can complete their Payroll Expense Tax Return. In this example, the PEO is filing the tax return for a total of \$352,000 from the 4 different companies as you can see below. The Total Wage amount is found on Line 13.

Client/Subsidiary/Company Name	Client/Sub/Company EIN	Wages (Total Must Equal Form ET-1 Line 2)	ET (Total Must Equal Form ET-1 Line 3)
COMPANY NAME 1	00-00000000	1. \$ 150,000.00	\$ 825.00
COMPANY NAME 2	00-00000000	2. \$ 2,000.00	\$ 11.00
COMPANY NAME 3	00-00000000	3. \$ 50,000.00	\$ 275.00
COMPANY NAME 4	00-00000000	4. \$ 150,000.00	\$ 825.00
		5.	\$ 0.00
		6.	\$ 0.00
		7.	\$ 0.00
		8.	\$ 0.00
		9.	\$ 0.00
		10.	
Subtotals for sub/ client/ company. Add all amounts on Lines 1 through 10 (if additional lines are needed, go to Page 2).		11. \$ 352,000.00	\$ 1,936.00
Enter the combined subtotals from Page 2 of Schedule continuation sheet, Line 30.		12. \$ 0.00	\$ 0.00
TOTALS		13. \$ 352,000.00	\$ 1,936.00

This total will be written on Line 1a of the 2019 1st quarter tax return. See example below.

<p>MESSAGE BOX – WHEN TO FILE AND PAY BEGINNING JANUARY 1, 2016 THE PAYROLL EXPENSE TAX WILL REVERT TO A CALENDAR REPORTING QUARTER AS FOLLOWS: First quarter calculated on January, February and March due May 31st Second quarter calculated on April, May and June due August 31st Third quarter calculated on July, August and September due November 30th Fourth quarter calculated on October, November and December due February 28th If you are a 501C-3 Purely Public Charity, see the instructions on the back and check this box if you qualify. <input type="checkbox"/></p>	
<p>1. TAXABLE PAYROLL EXPENSE</p> <p>a. The term "payroll expense" for employers shall mean, the compensation earned by employees, irrespective of when paid, including salaries, wages, commissions, bonuses, and other compensation, by an individual who, during any tax year, performs work or renders service, in whole or in part in the city.</p> <p>b. The term "payroll expense" for self-employed individuals shall mean, in addition to the foregoing, the entire amount of distributions made to any self-employed individual from their business for work or services performed in the City of Pittsburgh. The term "payroll expense" for partnerships shall also mean, in addition to the foregoing, the entire amount of distributions made to any person having an interest in such partnership for work or services performed in the City of Pittsburgh.</p>	<p>\$352,000.00</p>

The PEO will then enter the total payroll expense tax from each company and report this on Line 3 of the ET-1 Tax Form. The total payroll expense amount due is found on Line 13 under the ET column of the Payroll Tax Allocation Schedule form.

Client/Subsidiary/Company Name	Client/Sub/ Company EIN		Wages (Total Must Equal Form ET-1 Line 2)	ET (Total Must Equal Form ET-1 Line 3)
COMPANY NAME 1	00-00000000	1.	\$ 150,000.00	\$ 825.00
COMPANY NAME 2	00-00000000	2.	\$ 2,000.00	\$ 11.00
COMPANY NAME 3	00-00000000	3.	\$ 50,000.00	\$ 275.00
COMPANY NAME 4	00-00000000	4.	\$ 150,000.00	\$ 825.00
		5.		\$ 0.00
		6.		\$ 0.00
		7.		\$ 0.00
		8.		\$ 0.00
		9.		\$ 0.00
		10.		
Subtotals for sub/ client/ company. Add all amounts on Lines 1 through 10 (if additional lines are needed, go to Page 2).		11.	\$ 352,000.00	\$ 1,936.00
Enter the combined subtotals from Page 2 of Schedule continuation sheet, Line 30.		12.	\$ 0.00	\$ 0.00
TOTALS		13.	\$ 352,000.00	\$ 1,936.00

The Total Payroll Expense tax due will be entered on the ET-1 2019 1st quarter return, Line 3. See example below.

ET-1 2019 PAYROLL EXPENSE TAX

CFD

City of Pittsburgh

Rev 09/18

CITY ID 00-000-0000	FEDERAL ID 00-0000000
TAX PERIOD 03	QUARTER 1st
Due on or before	

GENERAL CONTRACTOR NAME
414 GRANT ST
PITTSBURGH, PA 15219

Amended Return Tax Return No Longer Needed
Complete Account Cancellation Form

SIGNATURE _____
TITLE _____ DATE _____
PHONE _____
E-MAIL ADDRESS _____
PREPARER'S NAME _____
PREPARER'S PHONE _____

I hereby certify, swear and affirm 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.

OMISSION OF THE ABOVE APPLICABLE INFORMATION
CONSTITUTES AN INCOMPLETE RETURN

Make name/address corrections above
USE BLACK INK ONLY ON THIS FORM

MESSAGE BOX – WHEN TO FILE AND PAY
BEGINNING JANUARY 1, 2016
THE PAYROLL EXPENSE TAX WILL REVERT TO A CALENDAR REPORTING QUARTER AS FOLLOWS:
First quarter calculated on January, February and March due May 31st
Second quarter calculated on April, May and June due August 31st
Third quarter calculated on July, August and September due November 30th
Fourth quarter calculated on October, November and December due February 28th
If you are a **501C-3 Purely Public Charity**, see the instructions on the back and check this box if you qualify.

1. TAXABLE PAYROLL EXPENSE	
a. The term "payroll expense" for employers shall mean, the compensation earned by employees, irrespective of when paid, including salaries, wages, commissions, bonuses, and other compensation, by an individual who, during any tax year, performs work or renders service, in whole or in part in the city.	\$352,000.00
b. The term "payroll expense" for self-employed individuals shall mean, in addition to the foregoing, the entire amount of distributions made to any self-employed individual from their business for work or services performed in the City of Pittsburgh. The term "payroll expense" for partnerships shall also mean, in addition to the foregoing, the entire amount of distributions made to any person having an interest in such partnership for work or services performed in the City of Pittsburgh.	
2. TOTAL PAYROLL EXPENSE ADD LINES 1a & 1b	\$352,000.00
3. TAX DUE MULTIPLY LINE 2 BY TAX RATE .0055	\$1,936.00
4. INTEREST AND PENALTY IF FILED AFTER Total 1.5% per month Interest 0.5% (0.005) Penalty 1% (0.01)	
5. OVERPAYMENT CHECK ONE <input type="checkbox"/> REFUND <input type="checkbox"/> or CREDIT <input type="checkbox"/> Attach explanation	
6. TOTAL DUE WITH THIS RETURN Add Lines 3 & 4 AMOUNTS OF \$2.00 OR LESS ARE NOT DUE	
Make check payable to: TREASURER, CITY OF PITTSBURGH – DO NOT SEND CASH Mail to: PAYROLL EXPENSE 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.	\$1,936.00

The total amount of tax due is \$1,936.00. The tax return must be postmarked on or before the respective due date. Any return received after its due date is subject to interest and penalty. The tax return as well as the Payroll Expense Tax Allocation Schedule form shall be submitted together to the City of Pittsburgh.