



**City of Pittsburgh**  
**Department of Finance**  
 414 Grant Street Room 207  
 Pittsburgh, PA 15219

Assistance? Call: (412) 255-2543  
 Email: registration@pittsburghpa.gov  
 Fax: (412) 255-6821

# Business Registration Form

Complete this form to create a business account with the City of Pittsburgh. The City will assign your business a nine digit account number. This form will not be processed or considered complete until this form is signed and dated.

**CITY ID #:**

**PARKING ID #:**

## Section 1: Reason For Submitting Form

- New Business
- Change in Business Structure or Business Name - \*Change in Business Status Form must be completed by the previous owner(s) and attached.
- Purchased Existing Business
- Other - Please describe reason for submitting form \_\_\_\_\_

## Section 2: Business Information

1. Federal Identification Number\* \_\_\_\_\_ 2. Social Security Number\* \_\_\_\_\_  
\*Provide IRS 9 digit number assigned to your business & IRS EIN documentation \*Enter Owner, Primary Officer or Partner's SSN
3. Full Legal Name of Business (name associated with IRS FEIN) : \_\_\_\_\_
4. Trade Name (doing business as), if any: \_\_\_\_\_
5. Indicate Type of Business Structure: (For Non-Profit selections, IRS determination letter must be included)
 

Sole Proprietor	Limited Liability Company (LLC)	Non-Profit* (provide IRS documentation)
Partnership	One Member Only	Charitable Non-Profit* (provide IRS documentation)
General Partnership	Two or More Members	Association
Limited Liability Partnership (LLP)	Cooperative	Other - Specify Below _____
Limited Partnership (LP)	Estate or Trust	
S Corporation	Joint Venture	
C Corporation		
6. Business Start Date \_\_\_\_\_ 7. First Day of Business Activities in Pittsburgh \_\_\_\_\_
8. Enter the six-digit NAICS code(s) that best describes your business activities (enter at least one) \_\_\_\_\_  
If you do not know your NAICS code, go to <https://www.naics.com/search/> to search.
9. Describe your business activities below, including the type of industry - manufacturing, services, retail or wholesale trade, etc. Also describe the nature of business being done in the City of Pittsburgh. List additional NAICS codes here:

## Section 3: Business Address and Contact Information

1. Pittsburgh Business Location and/or Home Based Employee Address - If there is more than one address, please attach on a separate sheet			
Street Address	City	State	Zip Code
2. Mailing Address -All correspondence is sent to this address. If you would like your CPA/accountant to receive your tax forms please list address on separate sheet.			
Street Address	City	State	Zip Code
3. Business Phone Number	4. Fax Number	5. Email Address	
6. List <b>INDIVIDUALS</b> who are owners, officers, and members. <b>(REQUIRED)</b> . Note: Partnerships, LLPs and multi-member LLCs must have at least 2 owners/officers/individuals listed. Attach a separate sheet if necessary.			
6A. Name (last name, first name, middle initial)		Phone Number	Social Security Number
Address (street, city,state, zip code)		Title	
6B. Name (last name, first name, middle initial)		Phone Number	Social Security Number
Address (street, city,state, zip code)		Title	



**City of Pittsburgh**  
**Department of Finance**  
 414 Grant Street Room 207  
 Pittsburgh, PA 15219

Assistance? Call: (412) 255-2543  
 Email: registration@pittsburghpa.gov  
 Fax: (412) 255-6821

# Business Registration Form

Complete this form to create a business account with the City of Pittsburgh. The City will assign your business a nine digit account number. This form will not be processed or considered complete until this form is signed and dated.

**CITY ID #:**

**PARKING ID #:**

## Section 4: City Tax Liabilities

### City of Pittsburgh Tax Types

<b>Local Services Tax</b>	A tax on individuals for the privilege of engaging in an occupation. The tax may be levied, assessed and collected by the political subdivision of the taxpayer's primary place of employment. If the registrant is employed full time elsewhere, and the LST is being withheld, you MUST provide a copy of the paystub or W-2 that indicates LST.
<b>Payroll Expense Tax</b>	Every employer doing business in the City of Pittsburgh is required to pay a Payroll Tax on the gross payroll expense and on net distribution from self-employed individuals, members of partnerships, associations, joint ventures or other entities who perform work or provide services within the City of Pittsburgh. The ordinance imposes a Payroll Tax on all businesses that engage, hire, employ or contract with one or more individuals to perform work or render services within the City of Pittsburgh.
<b>Amusement Tax</b>	All places of amusement and all producers of amusements are required to collect tax from the patrons and remit the collected taxes to the City of Pittsburgh. If the entity is a charitable non profit performing arts, please provide a current copy of the Federal 990 tax return, Non profit Charter, and PA sales and use tax certificate of exemption with the completed registration.
<b>Parking Tax</b>	All persons or entities within the City of Pittsburgh who park or store motor vehicles for a consideration are required to register and collect the Parking Tax from patrons.
<b>Institution &amp; Service Privilege Tax</b>	Entities engaged in service in the medical, education, social, recreational, vocational or any other type of services where there is a charge collected, except elementary and secondary schools, are required to pay gross receipts. Exception is receipts from the sale of food, drink, or merchandise.
<b>Non-Resident Sports Facility Usage Fee</b>	Every employer who employs one or more non-resident employee who earns compensation as a result of services performed at a publically funded facility within the city, to engage in an athletic event or otherwise render performance for which a non-resident receives remuneration is required to withhold and remit the fee to the Treasurer as result of services performed at a publicly funded facility within the city.

### 1. Type of Taxes

Check ALL of the business taxes you expect or are required to pay and/or collect:

Payroll Expense Tax	Local Services Tax	Non-Resident Sports Facility Usage Fee
Parking Tax	Amusement Tax	Institution & Service Privilege Tax (Non-Profit Entities Only)

**Employer Withheld Wage Tax:** Please Contact Jordan Tax Service - (412) 345-7968 ([www.jordantax.com/Act32/Employer.html](http://www.jordantax.com/Act32/Employer.html)) to register for a withholding account for the Earned Income Tax.

For more information on City taxes, please visit our Finance website at: <http://pittsburghpa.gov/finance/tax-descriptions>

For questions contact: Call Tax Payer Services at (412) 255-8822 or Email: [taxcompliance@pittsburghpa.gov](mailto:taxcompliance@pittsburghpa.gov)

## Section 5: Additional Parking Tax Information \*ONLY complete this section if you are liable for Parking tax

1. Operator's Name (last name, first name)		2. BBI Permit Number	
3. Property Owner's Name (last name, first name)		4. Property Owner's Telephone Number	
5. Property Owner's Address		City	State
			Zip Code
6. Parking Lot/ Garage Location*		7. Former Operator's Name	

**Address should be identical to the one appeared on your Parking Permit and Application with the Bureau of Building Inspection**

### 8. Check ALL that apply to your parking location below:

Surface Lot	Automatic Ticket-Spitter	Computerized Reporting System
Garage	Manually Issued Tickets	Leased Spaces Only

9. Max. Vehicle Capacity	10. Number of Free Spaces	11. How often does the rate change?



**City of Pittsburgh**  
**Department of Finance**  
 414 Grant Street Room 207  
 Pittsburgh, PA 15219

Assistance? Call: (412) 255-2543  
 Email: [registration@pittsburghpa.gov](mailto:registration@pittsburghpa.gov)  
 Fax: (412) 255-6821

# Business Registration Form

Complete this form to create a business account with the City of Pittsburgh. The City will assign your business a 9 digit account number. This form will not be processed or considered complete until this form is signed and dated.

**CITY ID #:**

**PARKING ID #:**

**Continued Section 5: Additional Parking Tax Information** \*ONLY complete this section if you are liable for Parking Tax

**TAXPAYER IS REQUIRED TO NOTIFY CITY OF PITTSBURGH WHEN RATES CHANGE**

12. Please List Weekly Hourly Rates

1-1 _____	3-4 _____	6-7 _____
2-2 _____	4-5 _____	7-8 _____
3-3 _____	5-6 _____	8+ _____

13. Please List Fixed Rates

Fixed/Flat Rate _____	Night Rate _____
Early Bird Rate _____	Event Rate _____

14. Please List Weekend Rates

Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

15. Please List Current Night Rates

Monthly \_\_\_\_\_ Daily \_\_\_\_\_  
 Hourly \_\_\_\_\_

16. Please List Lease Rates

Lease Rates \_\_\_\_\_  
 Monthly \_\_\_\_\_

17. Other \*Please specify below

**Section 6: Signature (REQUIRED)**

I, the undersigned, do hereby affirm that this official government document has been examined by me and to the best of my knowledge and belief, is true, correct and complete.

1. Signature of Owner / Officer	2. Print Full Name	3. Date Signed
4. Phone Number	5. Title	

**Submission of Business Registration Form**

After completing and signing this business registration form, please submit your registration to:

1. Email : [registration@pittsburghpa.gov](mailto:registration@pittsburghpa.gov)
2. Mail to : Registration, City of Pittsburgh  
 414 Grant Street Room 207  
 Pittsburgh, PA 15219-2476

**For Office Use ONLY:**      **Select Application Type:**