



**City of Pittsburgh Department of Finance**

414 Grant Street Pittsburgh, PA 15219

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**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/company's wages should be entered into the Wages column. All of the wages will be added to get the total on Line 13, which should equal Line 2 on the ET-form. The ET Total column Line 13 should equal Line 3 on the ET-1 Form. Please ensure all information is filled out and signed. **Incomplete forms will not be accepted.**

<b>Company EIN of Professional Employer Organization</b>	<b>Company Name of Professional Employer Organization</b>	<b>Tax Year</b>	<b>Quarter</b>
<b>Company Address of Professional Employer Organization</b>	<b>Submitter's Name</b>	<b>Phone Number</b>	<b>Email</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Submitter's Signature:</b> I have examined this report to the best of my knowledge & certify it is correct.

Client/Subsidiary/Company Name	Client/Sub/Company EIN	Wages <small>(Total Must Equal Form ET-1 Line 2)</small>	ET <small>(Total Must Equal Form ET-1 Line 3)</small>	Contact Name	Street Address	Phone Number	Email Address
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
		7.					
		8.					
		9.					
		10.					
Subtotals for sub/ client/ company. Add all amounts on Lines 1 through 10. (if additional lines are needed, go to Page 2)		11.					
Enter the combined subtotals from Page 2 of Schedule continuation sheet, Line 30.		12.					
<b>TOTALS</b>		13.					

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.					