

**Earned Income Tax Quarterly Return for residents of the Gateway School District**

Report must show names and address of employees, social security number and tax deducted quarterly

1	No of employees subject to tax	_____
2	Taxable earnings this quarter	\$ _____
3	Actual Tax withheld	\$ _____
4	Interest and Penalty 1% per month after date due	\$ _____
5	Total Amount Due Add Line 3 + Line 4	\$ _____

Business Name \_\_\_\_\_ Tax Identification # \_\_\_\_\_  
 Address \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_  
 \_\_\_\_\_ Print Name: \_\_\_\_\_

TAX RATE: MUNICIPALITY OF MONROEVILLE 1.50% BORO OF PITCAIRN 1.00%	QTR	1st	2nd	3rd	4th
	PERIOD	Jan-March	April to June	July-Sept	Oct-Dec
	DATE DUE	April 30th	July 31st	Oct 31st	Jan 31st

**Make Check Payable To:** **E. I. T. COLLECTOR**      **Mail To:** **MUNICIPALITY OF MONROEVILLE**  
**2700 MONROEVILLE BLVD, MONROEVILLE, PA 15146-2388**

**INSTRUCTIONS TO EMPLOYER**

- In accordance with the resolution of the Gateway School District and ordinances of the Municipality of Monroeville and Borough of Pitcairn relating to the imposition of earned income and net profits tax, every employer doing business or maintaining an office in the Gateway School District is required to withhold earned income tax for ONLY RESIDENTS employed within the Gateway School District
- Forms must be filed quarterly on or before due dates shown on the face of this form
- In lieu of completing the attachment of this form employers may provide internal payroll listings if employee's name, social security number, municipality of residence, complete address and tax due is provided.**
- Interest and Penalty: All taxes imposed by this resolution/ordinance remaining unpaid after they become due shall bear interest in addition to the amount of the unpaid tax, at the rate of six percent (6%) per annum and a penalty of one-half (1/2) of one percent (1%) for each month or fraction of a month until paid
- Final Report: On or before February 28, every employer shall file with the Earned Income Tax Office a final report showing the total amount of income paid, the total amount of tax deducted, and the total amount of tax paid to the Earned Income Tax Office for each employee during the preceding calendar year. A copy of the W-2 shall be attached for each employee. A SPECIAL FORM FOR THIS REPORT WILL NOT BE PROVIDED TO YOU.
- The Gateway School District, Municipality of Monroeville, and Borough of Pitcairn have signed an agreement with Berkheimer Associates to collect delinquent taxes. Any accounts with a prior year unpaid balance will be turned over for collection.

**Additional Information:**

1 Insert MONTH, DAY, AND YEAR in the following choices if your liability to Gateway School District ceased:  
 / / Moved / / Other: Please attach explanation  
 / / Business Discontinued / / Business Sold - provide new owner's name  
 New Owner's Name: \_\_\_\_\_  
 Forwarding Address if different than above \_\_\_\_\_

2 If your name or address has changed: / / Effective Date  
 New Name \_\_\_\_\_  
 New Address \_\_\_\_\_  
 Are you the owner of the new location? \_\_\_\_\_ Are you a tenant at the new location? \_\_\_\_\_ (check one)  
 If a tenant, provide Name of owner \_\_\_\_\_