EMPLOYER'S REQUEST TO FILE COMBINED RETURN

Form EN-1

The below-named employer has business locations in one or more of the taxing jurisdictions where Keystone Collections Group serves as the appointed local earned income Tax Officer. The employer submits this ***Request to File Combined Return*** to your office for its current Pennsylvania employees working within the jurisdictions indicated below, pursuant to 53 P.S. §6924.512. Employer intends to commence monthly filing of combined returns and payments electronically on _____.

See reverse side of this form for electronic filing and payment instructions.

Employer Name					
Federal EIN					
Business Address					
City		State		Zip Code	
Phone					
Contact Name					
Contact Email					
Contact Signature					
Date (MM/DD/YYYY)					

Identify Tax Collection Districts of employment **for each work location.**

☐	01	Adams TCD	☐	21	Cumberland TCD	☐	44	Mifflin TCD
☐	70	Allegheny Central TCD	☐	22	Dauphin TCD	☐	45	Monroe TCD
☐	71	Allegheny North TCD	☐	23	Delaware TCD	☐	46	Montgomery TCD
☐	72	Allegheny Southeast TCD	☐	24	Elk TCD	☐	47	Montour TCD
☐	73	Allegheny Southwest TCD	☐	25	Erie TCD	☐	48	Northampton TCD
☐	03	Armstrong TCD	☐	26	Fayette TCD	☐	49	Northumberland TCD
☐	04	Beaver TCD	☐	27	Forest TCD	☐	50	Perry TCD
☐	05	Bedford TCD	☐	28	Franklin TCD	☐	52	Pike TCD
☐	06	Berks TCD	☐	29	Fulton TCD	☐	53	Potter TCD
☐	07	Blair TCD	☐	30	Greene TCD	☐	54	Schuylkill TCD
☐	08	Bradford TCD	☐	31	Huntingdon TCD	☐	55	Snyder TCD
☐	09	Bucks TCD	☐	32	Indiana TCD	☐	56	Somerset TCD
☐	10	Butler TCD	☐	33	Jefferson TCD	☐	57	Sullivan TCD
☐	11	Cambria TCD	☐	34	Juniata TCD	☐	58	Susquehanna TCD
☐	12	Cameron TCD	☐	35	Lackawanna TCD	☐	59	Tioga TCD
☐	13	Carbon TCD	☐	36	Lancaster TCD	☐	60	Union TCD
☐	14	Centre TCD	☐	37	Lawrence TCD	☐	61	Venango TCD
☐	15	Chester TCD	☐	38	Lebanon TCD	☐	62	Warren TCD
☐	16	Clarion TCD	☐	39	Lehigh TCD	☐	63	Washington TCD
☐	17	Clearfield TCD	☐	40	Luzerne TCD	☐	64	Wayne TCD
☐	18	Clinton TCD	☐	41	Lycoming TCD	☐	65	Westmoreland TCD
☐	19	Columbia TCD	☐	42	McKean TCD	☐	66	Wyoming TCD
☐	20	Crawford TCD	☐	43	Mercer TCD	☐	67	York TCD

EMPLOYER'S REQUEST TO FILE COMBINED RETURN

Form EN-1

Multi-Taxing District employers requesting to make combined returns and combined payments of earned income tax in jurisdictions where Keystone Collections Group is the tax officer must complete and file **Form EN-1** at least 30 days prior to requested tax submission date.

By mail

Keystone Collections Group
ATTN: Processing Supervisor
546 Wendel Road
Irwin, PA 15642

By e-mail

EmployerNotifications@keystonecollects.com

1. Employer shall, at the time of payment of salary, wages, commission or other compensation, deduct from employee's compensation the greater of the employee's resident tax or the employee's non-resident tax as published in the *Official Register* maintained by the Pennsylvania Department of Community and Economic Development, Municipal Statistics Division.

2. Within 30 days following the last day of each month, employer shall file required return and pay to Tax Officer the total income tax deducted from employees in all work locations during the preceding month.

3. The return and income tax must be filed and paid electronically within thirty (30) days following the last day of each month.

4. This form shall not be construed to change the location of an employee's place of employment for purposes of non-resident tax liability.

5. All filing of combined returns and payments must be made electronically.

6. To file and submit payroll withholding electronically use the Federal Employer Identification Number (FEIN) and a valid business e-mail address.

Contact Keystone's Employer Support Team at (724) 978-0328 with questions.