EMPLOYER'S NOTICE
INTENT TO FILE COMBINED RETURN
Form EN-2

Please be advised that the below-named employer, with a business location where your agency serves as the appointed local earned income Tax Officer, intends to ***File Combined Returns and Make Combined Payments*** of earned income tax withholdings with Keystone Collections Group pursuant to 53 P.S.§6924.512. The employer intends to commence monthly electronic filing of combined returns and payments with Keystone Collections Group on _____.

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

- Employer shall notify the earned income tax officer for each Tax Collection District where it has a business location and provide the local jurisdiction(s) or address(es) for each such location in that Tax Collection District.
- Tax Officers/Collectors should direct inquiries to:
  Keystone Collections Group
  546 Wendel Road
  Irwin, PA 15642
  (724) 978-0300
  KeystoneCollects.com/Contact

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Keystone Collections Group has reviewed and accepted your request to file combined returns and make combined payments.

To complete the process of transitioning to Keystone Collections Group as single-source earned income tax collector, Pennsylvania Act 32 requires that you notify the Tax Officer for each place of employment at least one month before filing your first combined return or making your first combined payment.

To complete this process:

- Fill out the enclosed "EN-2" notification and mail it to the Tax Officer for each place of employment.
- This notification will inform the other collectors that you are filing and making payments with Keystone Collections Group.

The following rules apply to employers filing combined returns and making combined payments.

1. Employer shall, at the time of payment of salary, wages, commission or other compensation, deduct from each 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 complete 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 combined return and payment filing 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.