

**NON-RESIDENT SPORTS FACILITY  
USAGE FEE**

City of Pittsburgh

Rev 12/23

<b>ACCOUNT NO</b>	<b>FEDERAL ID</b>
<b>QUARTER</b>	
<b>CITY ID</b>	

Amended Return  (Written Request Required – See Section 604 of the Payroll Tax Regulations)

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PREPARER'S NAME \_\_\_\_\_

PREPARER'S PHONE \_\_\_\_\_

I hereby certify, swear and aver that all statements herein are true and correct to the best of my knowledge and belief, being duly apprised of my duty under the law to submit honest and complete information or be subject to the penalties provided by law.

**OMISSION OF THE ABOVE APPLICABLE INFORMATION  
CONSTITUTES AN INCOMPLETE RETURN**

**Due on or before**

Business Name:

Mailing Address:

City, State, Zip:

**USE BLACK INK ONLY ON THIS FORM – DO NOT STAPLE ANYTHING TO THIS FORM**

EVENT DATE(S)	EVENT FACILITY

**COMPUTATION OF TAX**

<b>1. NO. OF EMPLOYEES FOR WHOM USAGE FEE IS BEING REMITTED</b>	
<b>2. COMPENSATION ALLOCABLE TO PITTSBURGH</b> – (Includes all forms of compensation based on profits or otherwise, earned by a person or personal representative for services rendered in a publicly funded facility)	▪
<b>3. AMOUNT DUE</b> – (multiply Line 2 by 3% - (0.03))	▪
<b>4. PENALTY</b> – (City penalty 1% (0.01) per month)	▪
<b>5. TOTAL DUE</b> – (add Lines 3 through 4)	▪

Amounts under \$2.00 are not due  
 Make check payable to: **TREASURER, CITY OF PITTSBURGH – DO NOT SEND CASH**  
 Mail to: **USAGE FEE DUE – 414 GRANT ST RM 206 – PITTSBURGH PA 15219-2476**  
 A **\$30.00** fee will be assessed for any check returned from the bank for any reason.

**ATTACH** A LIST INCLUDING THE SOCIAL SECURITY NUMBER, NAME, ADDRESS, PITTSBURGH INCOME AND THE AMOUNT WITHHELD FOR EACH USER/EMPLOYEE/ENTERTAINER.

**Refunds.** Each user/employee/entertainer must pay the Usage Fee. The City of Pittsburgh will only issue refunds to the employer if the employer provides evidence that the Usage Fee was previously refunded to the user/employee/entertainer by the employer.

**FOR ASSISTANCE CALL: 412-255-2525**



