



**City of Pittsburgh Department of Finance**

414 Grant Street Pittsburgh, PA 15219

Assistance? Call: (412) 255-8822

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**Local Services Tax Allocation Schedule for Professional Employer Organization Form**

This form is to be completed by the PEO and submitted on a quarterly basis with the LS-1 tax return. The PEO should list all of the information for their clients/subsidiaries/companies below. The number of employees for each client/subsidiary/company should be listed under the No. of Employees column and the amount that was remitted for all of the employees under Amount Remitted column. Add the subtotals in the Amount Remitted column to get the overall total on Line 13. 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	No. of Employees	Amount Remitted	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	No. of Employees	Amount Remitted	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.					