

# WTE-3 2009 EMPLOYER SUMMARY OF WITHHOLDING

CFD

City of Pittsburgh and School District of Pittsburgh

Rev 09/09

CITY ID	FEDERAL ID
JANUARY 1 thru DECEMBER 31	

Due on or before **FEBRUARY 28, 2010**

Amended Return ( )	Tax Return No Longer Needed ( )
SIGNATURE _____	
TITLE _____	DATE _____
PHONE _____	
E-MAIL ADDRESS _____	
PREPARER'S NAME _____	
PREPARER'S PHONE _____	
<small>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.</small>	
<b>OMISSION OF THE ABOVE APPLICABLE INFORMATION CONSTITUTES AN INCOMPLETE RETURN</b>	

Make name/address corrections above

## USE BLACK INK ONLY ON THIS FORM

	COLUMN A CITY TAX 1%	COLUMN B SCHOOL TAX 2%	COLUMN C NON RESIDENT OF PA OR U.S. 1%
1. <b>TOTAL TAXABLE EARNINGS</b> Before payroll deductions			
2. <b>TOTAL TAX WITHHELD AND REMITTED WITH WT-1 RETURNS</b>			
3. <b>ADJUSTMENTS</b> Explain fully			
4. <b>TOTAL TAX AFTER ADJUSTMENTS</b>			
<b>5. TOTAL TAX – ADD LINE 4A + 4B + 4C</b> <span style="float: right;">Return due on or before February 28.</span>			\$ _____  <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> Total number of W-2's included
<b>DO NOT SEND W2'S UNDER SEPARATE COVER; INCLUDE THEM OR THE MAGNETIC MEDIA WITH THIS FORM. USE FORM WT-1 TO REMIT PAYMENT</b> When sending the W-2's by Magnetic Media you must follow the City of Pittsburgh specifications – see below for the web site.  Indicate if the W-2's have been sent by Magnetic Media    Yes <input type="checkbox"/> No <input type="checkbox"/>  Mail to: <b>CITY OF PITTSBURGH WAGE TAX – 414 GRANT ST – PITTSBURGH PA 15219-2476</b>			

Has business been sold or discontinued?

If **YES**, a **BUSINESS DISCONTINUATION FORM** must be completed and returned for processing.

Form(s) and the Magnetic Media specifications can be downloaded at [www.city.pittsburgh.pa.us/finance](http://www.city.pittsburgh.pa.us/finance) or call **412-255-2510** to request the form.

### INFORMATION and INSTRUCTIONS

If you are filing W2's using electronic magnetic media for the first time contact **412-255-2541** for instructions and specifications.

W2's must be single-sided and only one per page. Perforated forms must be separated. If W2's are issued separately for City and School withholdings, they need to be stapled together for each taxpayer. Visit our web site for a complete listing of Pittsburgh Zip Codes.

- LINE 1**    Enter the total taxable earnings.
- LINE 2**    Enter the amount of tax actually withheld and paid to the City with quarterly and/or monthly deposits (WT-1 or WTD).
- LINE 3**    Enter adjustment(s) of taxes remitted. Include a detailed explanation of adjustment(s). Include a letter requesting refund of overpayment, if necessary. If City wage tax was erroneously withheld from an employee, have them call **412-255-2524** to request a refund form (**PGH-40**). If additional tax is due, it must be paid to the City on or before February 28 with form WT-1.
- LINE 4**    Enter the adjusted tax.
- LINE 5**    Enter total taxes, add Line 4A + 4B + 4C and enter total number of W-2's included.  
**DO NOT** include Non-Resident W2's **UNLESS** tax was withheld and remitted to the City.