

801 Loch Alsh Avenue  
Fort Washington, PA 19034-1697  
Phone: (215) 643-1600  
Fax: (215) 542-0797

UPPER DUBLIN TOWNSHIP /  
UPPER DUBLIN SCHOOL DISTRICT  
[www.upperdublin.net](http://www.upperdublin.net)

Enter tax year here

Earned Income Tax Employer Reconciliation

EIN: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Payment Enclosed: \$

Check Number: \_\_\_\_\_

<u>Quarter</u>	<u>Tax Withheld</u>	<u>Tax Remitted</u>	<u>Difference</u>
1st Quarter	\$ _____	\$ _____	\$ _____
2nd Quarter	\$ _____	\$ _____	\$ _____
3rd Quarter	\$ _____	\$ _____	\$ _____
4th Quarter	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____
		Refund Requested	\$ _____
		Credit to Next Year	\$ _____
		Payment Due	\$ _____

**REMINDER:** Copies of all employee W2s or an acceptable reconciliation report **MUST** be enclosed.

If your tax status has changed and your withholding for Upper Dublin Township has ceased please provide our office with the information necessary to close your account.

Effective Close Date: \_\_\_\_\_

Reason for change of status: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please make check payable &, mail to:  
Upper Dublin Township, EIT Collector  
801 Loch Alsh Ave., Fort Washington, PA 19034-1697

## Information Update

1.) Has your liability for withholding the Upper Dublin Township Earned Income Tax ceased?

Effective Close Date: \_\_\_\_\_

Reason for change of status: \_\_\_\_\_

2.) Has your mailing address changed?

New Address: \_\_\_\_\_

\_\_\_\_\_

3.) Do you use and/or need the quarterly remittance form?

(UDT does NOT require you to use our form. A generic or computer generated form is encouraged.)

Quarterly Coupon

No, I no longer need the quarterly remittance form.

Yes, please send me the quarterly remittance form.

If you elect to receive quarterly forms from our office, ALL four quarterly remittance forms will be included in one mailing.

While a **DISTRIBUTION LIST IS REQUIRED**, these preprinted employee distribution lists will NOT be included in any mailings. Computer generated lists are encouraged. The list must include the employee's name, address, SSN, taxable gross earnings, &, tax withheld.

**ALL FORMS ARE AVAILABLE ONLINE AT: [WWW.UPPERDUBLIN.NET](http://WWW.UPPERDUBLIN.NET)**

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_