



**City of Pittsburgh
Department of Finance
Registration**

414 Grant Street
Pittsburgh, PA 15219

Assistance? Call: (412) 255-2525
Email: registration@pittsburghpa.gov

Business Registration Form

Complete this form to create a business account with the City of Pittsburgh. The City will assign your business a nine digit account number. This form will not be processed or considered complete until this form is signed and dated.

CITY ID #:
PARKING ID #:

Section 1: Reason For Submitting Form

- New Business
Change in Business Structure or Business Name - *Change in Business Status Form must be completed by the previous owner(s) and attached.
Purchased Existing Business
Other - Please describe reason for submitting form _____

Section 2: Business Information

***PROVIDE IRS DOCUMENTATION CONFIRMING FEIN NUMBER**

***ENTER OWNER, PRIMARY OFFICER or PARTNER'S SSN**

1. Federal Identification Number* _____
2. Social Security Number* _____
3. Full Legal Name of Business (name associated with IRS FEIN) : _____
4. Trade Name (doing business as), if any: _____
5. Indicate Type of Business Structure: (For Non-Profit selections, IRS determination letter must be included)
- | | | |
|-------------------------------------|---------------------------------|--|
| Sole Proprietor | Limited Liability Company (LLC) | Non-Profit * (provide IRS documentation) |
| Partnership | One Member Only | Charitable Non-Profit* (provide IRS documentation) |
| General Partnership | Two or More Members | Association |
| Limited Liability Partnership (LLP) | Cooperative | Other - Specify Below _____ |
| Limited Partnership (LP) | Estate or Trust | |
| S Corporation | Joint Venture | |
| C Corporation | | |

6. Business Start Date _____ 7. First Day of Business Activities in Pittsburgh _____
8. Enter the six-digit NAICS code(s) that best describes your business activities (enter at least one) _____
If you do not know your NAICS code, go to <https://www.naics.com/search/> to search.
9. Describe your business activities below, including the type of industry - manufacturing, services, retail or wholesale trade, etc. Also describe the nature of business being done in the City of Pittsburgh. List additional NAICS codes here:

Section 3: Business Address and Contact Information

1. Pittsburgh Business Location and/or Home Based Employee Address - If there is more than one address, please attach on a separate sheet

Street Address	City	State	Zip Code

2. Mailing Address - All correspondence is sent to this address.

Street Address	City	State	Zip Code

3. Business Phone Number	4. Business Email Address (REQUIRED)

6. List **INDIVIDUALS** who are owners, officers, and members (**REQUIRED**). **Note:** Partnerships, LLPs and multi-member LLCs must have at least 2 owners/officers/individuals listed. Attach a separate sheet if necessary.

6A. Name (last name, first name, middle initial)	Title	Phone Number

Address (street, city, state, zip code)	Email (Required)

6B. Name (last name, first name, middle initial)	Title	Phone Number

Address (street, city, state, zip code)	Email (Required)

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Section 4: City Tax Liabilities

City of Pittsburgh Tax Types

Local Services Tax	A tax on individuals for the privilege of engaging in an occupation. The tax may be levied, assessed and collected by the political subdivision of the taxpayer's primary place of employment. If the registrant is employed full time elsewhere, and the LST is being withheld, you MUST provide a copy of the pay stub or W-2 that indicates LST.
Payroll Expense Tax	Every employer doing business in the City of Pittsburgh is required to pay a Payroll Tax on the gross payroll expense and on net distribution from self-employed individuals, members of partnerships, associations, joint ventures or other entities who perform work or provide services within the City of Pittsburgh. The ordinance imposes a Payroll Tax on all businesses that engage, hire, employ or contract with one or more individuals to perform work or render services within the City of Pittsburgh.
Amusement Tax	All places of amusement and all producers of amusements are required to collect tax from the patrons and remit the collected taxes to the City of Pittsburgh. If the entity is a charitable non profit performing arts, please provide a current copy of the Federal 990 tax return, Non-profit Charter, and PA sales and use tax certificate of exemption with the completed registration.
Parking Tax	All persons or entities within the City of Pittsburgh who park or store motor vehicles for a consideration are required to register and collect the Parking Tax from patrons.
Institution & Service Privilege Tax	Entities engaged in service in the medical, education, social, recreational, vocational or any other type of services where there is a charge collected, except elementary and secondary schools, are required to pay gross receipts. Exception is receipts from the sale of food, drink, or merchandise.

1. Type of Taxes: Check ALL of the business taxes you expect or are required to pay and/or collect

Local Services Tax

Payroll Expense Tax

Institution & Service Privilege Tax
(Non-Profit Entities Only)

Parking Tax

Amusement Tax

Employer Withheld Wage Tax: Please contact Jordan Tax Service - (412) 345-7968 (www.jordantax.com/Act32/Employer.html) to register for a withholding account for the Earned Income Tax.

For more information on City taxes, please visit our Finance website at:
www.pittsburghpa.gov/City-Government/Finance-Budget

For questions, contact Tax Payer Services at **412-255-2525** or Email: taxcompliance@pittsburghpa.gov

Section 5: Additional Parking Tax Information *ONLY complete this section if you are liable for Parking tax

1. Operator's Name (last name, first name)		2. BBI Permit Number	
3. Property Owner's Name (last name, first name)		4. Property Owner's Telephone Number	
5. Property Owner's Address		City	State
6. Parking Lot/ Garage Location*		7. Former Operator's Name	

Address should be identical to the one appeared on your Parking Permit and Application with the Bureau of Building Inspection

8. Check ALL that apply to your parking location below:

Surface Lot

Automatic Ticket-Spitter

Computerized Reporting System

Garage

Manually Issued Tickets

Leased Spaces Only

9. Max. Vehicle Capacity	10. Number of Free Spaces	11. How often does the rate change?

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CITY ID #:

PARKING ID #:

Continued Section 5: Additional Parking Tax Information

*ONLY complete this section if you are liable for Parking Tax

TAXPAYER IS REQUIRED TO NOTIFY CITY OF PITTSBURGH WHEN RATES CHANGE

12. Please List Weekly Hourly Rates

1-1 _____

3-4 _____

6-7 _____

2-2 _____

4-5 _____

7-8 _____

3-3 _____

5-6 _____

8+ _____

13. Please List Fixed Rates

Fixed/Flat Rate _____

Night Rate _____

Early Bird Rate _____

Event Rate _____

14. Please List Weekend Rates

Saturday _____

Sunday _____

15. Please List Current Night Rates

Monthly _____ Daily _____

Hourly _____

16. Please List Lease Rates

Lease Rates _____

Monthly _____

17. Other *Please specify below

Section 6: Signature (REQUIRED)

I, the undersigned, do hereby affirm that this official government document has been examined by me and to the best of my knowledge and belief, is true, correct and complete.

1. Signature of Owner / Officer

2. Print Full Name

3. Date Signed

4. Phone Number

5. Title

Submission of Business Registration Form

After completing and signing this business registration form, please submit your registration to:

1. Email : registration@pittsburghpa.gov

2. Mail to : Registration, City of Pittsburgh

414 Grant Street, Pittsburgh, PA 15219-2476

For Office Use ONLY:

Select Application Type: