



# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349  
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businessstaxes@jordantax.com

Tax & Record  
Services  
Municipal  
Business  
Individual

## LOCAL SERVICES TAX REGISTRATION

To comply with Act 511 of The Pennsylvania State Legislature (and the law in your local taxing district), you are required to answer the following questions. All information will be held in strict confidence.

BUSINESS NAME (d/b/a): \_\_\_\_\_

LEGAL/CORPORATE NAME (if different from Business Name): \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_

NAME(S) OF THE OWNER(S): \_\_\_\_\_

PAYROLL CONTACT: \_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CORRECT TAXING JURISDICTION: (Name of Township or Borough where business is located): \_\_\_\_\_

LOCAL ADDRESS \*\* (No PO Box, RD or RR) \_\_\_\_\_

MAILING ADDRESS WHERE ALL FORMS ARE TO BE SENT: \_\_\_\_\_

NUMBER OF EMPLOYEES: (at this location) \_\_\_\_\_ (Include both full and part-time)

TYPE OF BUSINESS: \_\_\_\_\_

DATE BUSINESS STARTED: (at this location) \_\_\_\_\_ (Month and Year)

NAME OF PAYROLL PROVIDER: \_\_\_\_\_

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENTS HEREIN ARE TRUE AND CORRECT.

DATE: \_\_\_\_\_

APPLICANT NAME: (Please Print) \_\_\_\_\_

\*\* Street address of actual work location within taxing jurisdiction. If this is a remote worker, this would be their home address.

**Please return completed form to:**  
**If on paper:** Jordan Tax Service  
102 Rahway Rd  
McMurray, PA 15317-3349  
**If electronic copy:** [businessstaxes@jordantax.com](mailto:businessstaxes@jordantax.com)

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Jordan Tax at 724-731-2300 during the hours of 8:00 AM through 4:30 PM, Monday through Friday. If Jordan Tax is not the appointed tax hearing officer in your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.