

## INTERNET FILING WORKSHEET

[www.jordantax.com/pgh40](http://www.jordantax.com/pgh40)

The City and School District of Pittsburgh Form PGH-40 can be filed online on a limited basis. You may file your return using this convenient service ONLY IF you meet all of the following requirements:

- IF the difference between the Tax Withheld on your W-2 and your Total Tax Liability is less than or equal to \$2.00.
- IF you have access to the Internet.
- IF you filed as a Resident of Pittsburgh or Mt. Oliver for 2010.
- IF you were a resident of Pittsburgh or Mt. Oliver for ALL of 2011.
- IF you and your spouse (if any) have not changed your name from 2010.
- IF all of the pre-printed information on the front section of your PGH-40 is correct and accurate for 2011.
- IF you have a VALID 2011 PIN. (Located in the upper right hand corner of your pre-printed PGH-40)
- IF all of your 2011 income is documented with W-2s.
- IF you have no more than a total of SEVEN W-2s.

<b>TAXPAYER(S) NAME</b>			
	<b>SOCIAL SECURITY NO</b>	<b>PIN</b>	<b>RESIDENCE ADDRESS</b>
<b>TAXPAYER</b>			
<b>SPOUSE</b>			
<b>RESIDENCY STATUS</b>			<b>FILING STATUS</b>

COMPLETE THE ABOVE INFORMATION FOR YOUR WORKSHEET – YOUR PIN CAN BE FOUND ON THE FRONT OF YOUR PGH-40  
 COMPLETE THE FOLLOWING INCOME AND WITHHOLDING SUMMARY IN PREPARATION FOR ONLINE FILING (Do not send W-2s)

INCOME / WITHHOLDING		From Internal Revenue Service (IRS) Form W-2			
TAXPAYER OR SPOUSE (T / S)	EMPLOYER NAME <small>(IF YOU HAVE MORE THAN 7 W-2S, YOU CANNOT USE INTERNET FILING. YOU MUST FILE BY MAIL)</small> Box c	FEDERAL EMPLOYER ID NUMBER Box b <small>(DO NOT ENTER HYPHENS)</small>	W-2 LOCAL WAGES Box 18	PITTSBURGH CITY/SCHOOL LOCAL TAX WITHHELD Box 19	
1					
2					
3					
4					
5					
6					
7					
<b>TOTAL OF LINES 1 - 7</b>					

**INSTRUCTIONS FOR INTERNET FILING:**

- To File ONLINE, go to [www.jordantax.com/pgh40](http://www.jordantax.com/pgh40)
- Follow the prompts, providing the information from this completed INTERNET FILING WORKSHEET.
- When you have successfully completed filing, the system will give you a Confirmation Number. Enter the Confirmation Number below, and keep this worksheet for your records.

<b>Confirmation No.</b>