

**Earned Income Tax Information for  
Residents of Upper Salford Township and Souderton Area School District**

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as "Act 511". The rate of tax for Upper Salford Township and Souderton Area School District is one (1%) and is levied on gross wages an/or net profits from a business or profession.

Berkheimer Associates is the appointed Earned Income Tax Officer for Upper Salford Township and Souderton Area School District. As the appointed Earned Income Tax Collector, Berkheimer Associates is charged with the duty of administering the Township's and School District's taxes. This includes collecting the tax, establishing rules and regulations, to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Below is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your requirements under the Earned Income Tax rules and regulations adopted by Upper Salford Township and Souderton School District. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if you work in a jurisdiction where it is not withheld or you are self-employed, you will have to pay the tax directly to Berkheimer Associates. Your completed registration form will be forwarded to Berkheimer Associates, who will create an accurate tax account reflecting your correct reporting status and send you the necessary tax forms.

We appreciate your cooperation in completing the registration form. Kindly refer to the attached for general questions and answers about the earned income tax. If you have any additional questions, you may contact Berkheimer Associates at 610-588-0965, extension 2, or in personal at your local Berkheimer Office.

*Mail form to Upper Salford Township, P.O. Box 100, Salfordville, PA 18958*

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**Upper Salford Township and Souderton Area School District  
Earned Income Tax Registration Form**

Your Name \_\_\_\_\_ Your Social Security No. \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Spouse's Social Security No. \_\_\_\_\_

Address \_\_\_\_\_

The Township \_\_\_\_\_ Date you moved to above address \_\_\_\_\_

Did you move here from another Pennsylvania Location? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list previous address and resident school district \_\_\_\_\_

Your Employer \_\_\_\_\_ Spouse's Employer \_\_\_\_\_

Working Jurisdiction (Twp/Boro/City) \_\_\_\_\_ Working Jurisdiction (Twp/Boro/City) \_\_\_\_\_

Is the Earned Income Tax withheld from your pay? \_\_\_\_\_ Is the Earned Income Tax withheld from your pay? \_\_\_\_\_

Are you self-employed? \_\_\_\_\_ Are you self-employed? \_\_\_\_\_

If you have no earned income, please record the reason why: retired / homemaker / temporarily unemployed / disabled / student / minor (please state age) / other (please specify)

You \_\_\_\_\_ Spouse \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_