RENTAL PROPERTY - CHANGE OF TENANT

BOROUGH OF CONSHOHOCKEN
400 Fayette Street, Suite 200 • Conshohocken, PA 19428
Phone (610) 828-1092 Fax (610) 828-0920

Property Address: _____

Owner's Name: _____

Owner's Mailing Address: (all required)

Street: _____

City:_____ State: _____ Zip: _____ **PO Boxes are not accepted**

Owner's phone#: _____ 24 Hour Phone/Cell: _____

Email: _____

Agent Name & Company: _____

Address:_____

City:_____State: _____Zip: _____

Email: _____

Phone #_____ After Hours Phone #:_____

REQUIRED IF YOU LIVE FURTHER THAN 12 MILES. If you are using an agent, all fields are required.

All Tenants Name, Phone & Email	# of people & Check (V) appropriate box				
	Lease Expiration Date	Unit #	# 14 yrs or younger	# Over age 14	# Handicap

*Note: Please check (V) the handicap box if you feel that person would need assistance in an emergency.

I attest that all information above is accurate.

Owner Signature: _____ **Date:** _____

Print Name: _____

Official Use Below

Updated □_____
Initials

BOROUGH OF CONSHOHOCKEN
EARNED INCOME TAX REGISTRATION
FORM FOR NEW RESIDENTS

RESIDENT PSD CODE #460401

RETURN FORM TO: 400 Fayette Street, Suite 200 • Conshohocken, PA 19428

Name: _____ Soc. Sec. #: _____

Spouse's Name: _____ Soc. Sec. #: _____

New Address: _____ as of: _____

Please list previous address and previous school district:

Address: _____ City_____ State: _____ Zip: _____

School District: _____

Employer: _____ Spouse's Employer: _____

Earned Income Tax withheld from your pay: yes ☐ no ☐ From Spouse's pay: yes ☐ no ☐

Self-employed: yes ☐ no ☐ Spouse self-employed: yes ☐ no ☐

☐ No earned income: Please indicate reason (homemaker, temporarily unemployed, disabled, student etc; (please specify)

You: _____ Spouse: _____

Signature: _____ Date: _____

Earned Income Tax Information for
Residents of the Borough of Conshohocken, Montgomery County

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 earned income tax for the Borough of Conshohocken is one percent (.5%) and is levied on gross wages and/or net profits from a business or profession.

Berkheimer Tax Administrators is the appointed earned income tax administrator for Montgomery County. The appointed earned income tax administrator, Berkheimer Tax Administrators is charged with the duty of collecting the Borough's earned income taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Above is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your registration requirements under the Earned Income Tax Rules and Regulations adopted by the Borough of Conshohocken. 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 your 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. Residents, who work in a jurisdiction where it is not withheld, or are self-employed, will have to pay the tax directly to Berkheimer Tax Administrators. The completed registration form will be forwarded to Berkheimer Tax Administrators, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

If you have any additional questions, you may contact at Berkheimer Tax Administrators 610-279-7500, or on their website at www.hab-inc.com.

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