

RESPONSIBLE PARTY INFORMATION FORM

SECTION I.		
LEGAL NAME	PLEASE INDICATE ALL TAXES Y	OUR BUSINESS IS REGISTERED FOR:
ACCOUNT ID	EMPLOYER WITHHOLDING	☐ LIQUID FUEL
	☐ SALES TAX	CORPORATION TAX BOX #:
ENTITY ID	☐ PTA/VRT	BOX #
SECTION II. INDIVIDUAL OWNER(S), PARTNER(S) OR CORPORATE OFFICER(S) RESPONSIBLE FOR TA	X RETURN INFORMATION. OWNERSHIP CHANGE REQUIRES	S A NEW PA-100 REGISTRATION FORM.
RESPONSIBLE PARTY NAME		SSN
HOME ADDRESS	TITLE	DAYTIME TELEPHONE EXT.
	EFFECTIVE DATE	END DATE
SIGNATURE		
RESPONSIBLE PARTY NAME		SSN
HOME ADDRESS	TITLE	DAYTIME TELEPHONE EXT.
	EFFECTIVE DATE	END DATE
	SIGNATURE	
RESPONSIBLE PARTY NAME		SSN
HOME ADDRESS	TITLE	DAYTIME TELEPHONE EXT.
	EFFECTIVE DATE	END DATE
SIGNATURE		
RESPONSIBLE PARTY NAME		SSN
HOME ADDRESS	TITLE	DAYTIME TELEPHONE EXT.
	EFFECTIVE DATE	END DATE
SIGNATURE		
PREPARER'S NAME	TITLE	DAYTIME TELEPHONE EXT.
SIGNATURE	E-MAIL ADDRESS	DATE

INSTRUCTIONS FOR COMPLETING THE RESPONSIBLE PARTY INFORMATION FORM (REV-563)

GENERAL INFORMATION

Responsible parties, for the purpose of PA trust fund taxes, are persons or officers who have active control or authority over a business or organization, and/or persons who have direct control over finances, and are therefore liable for the payment of any trust fund tax liabilities.

An individual who signs an application or trust fund tax return for a business or organization will be considered a responsible party in the absence of any contradicting evidence.

Personal representatives of a decedent's estate, bankruptcyinsolvency trustees and lenders that have assumed direct control over the borrowers' finances may be considered responsible parties for PA trust fund tax purposes. Businesses or organizations making changes to responsible parties are required to complete and file a REV-563 with the department.

SECTION I.

Enter the legal name of the business, Account ID Number and Entity ID (federal EIN).

SECTION II.

Enter the responsible party name, Social Security Number (SSN), home address (a P.O. BOX is not acceptable), title, daytime telephone number, effective date and end date. This section must be signed by each responsible party.

SIGN AND DATE THE FORM.

Include the telephone number and title. Questions may be directed to the Taxpayer Service and Information Center at 717-787-1064; Service for taxpayers with special hearing and/or speaking needs is available by calling 1-800-447-3020 (TT only).

REGISTRATION METHODS

A new PA-100 Enterprise Registration form can be completed online by visiting www.paopen4business.state.pa.us. To obtain a paper registration form and instructions call our forms ordering service at 1-800-362-2050.

MAIL TO: PA Department of Revenue

PO BOX 280901

Harrisburg, PA 17128-0901