

**TAX CREDIT CERTIFICATION  
REQUEST FORM  
PENNSYLVANIA EMPLOYMENT INCENTIVE  
PAYMENT (EIP) PROGRAM**

**NEW EMPLOYEE INFORMATION**

**INSTRUCTIONS**

ENTRIES ON THIS FORM MUST BE CLEAR AND LEGIBLE. Other than signatures, entries must be hand-printed or typed.

**ADDITIONAL INSTRUCTIONS FOR  
EMPLOYER OR AUTHORIZED REP ONLY:**

All items must be completed and both signatures **must** be present – failure to complete the form is reason for rejection.

To be considered for EIP certification processing, the completed form must be **MAILED on or before the 21<sup>st</sup> day following the date that the employee began work.** Forms not meeting this standard will be rejected.

Certification letters will be issued to the employer by the Pennsylvania Department of Labor and Industry. The employer is responsible for maintaining the certification form. When filing for the EIP Tax Credit, the employer is required to submit a legible copy of the certification form with a completed PA Schedule W.

Rejection letters will be issued to the employer by the Pennsylvania Department of Labor and Industry and will indicate the reason for rejection.

Rejections may be appealed only if the reason for rejection was not:

- Failure to meet the timeliness standard
- Missing identification information or signature(s)
- Alteration, defacing, or omission of any part of the original form

**After completing the required information, MAIL this form to:**

**TAX CREDIT COORDINATION SERVICES  
LABOR & INDUSTRY BUILDING, 13<sup>TH</sup> FLOOR  
7<sup>TH</sup> AND FORSTER STREETS  
HARRISBURG, PA 17120  
PHONE #: 800-345-2555**

**AUTHORIZED REP INFORMATION:  
(WHEN APPLICABLE)**

\_\_\_\_\_  
REPRESENTATIVE FIRM NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

**SOCIAL SECURITY #:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRST MI LAST

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CITY ST ZIP CODE

SEX: \_\_\_\_\_ Male \_\_\_\_\_ Female

**I hereby certify that:**

I RECEIVED **PENNSYLVANIA** CASH ASSISTANCE IN THE GA or TANF CATEGORY WITHIN THE PAST 12 MONTHS; **AND/OR**

I AM RECEIVING OR HAVE RECEIVED REHABILITATION SERVICES THROUGH A STATE REHABILITATION SERVICES PROGRAM OR THE VETERANS' ADMINISTRATION.

I authorize release of information by the PA Dept. of Public Welfare and/or the state Office of Voc. Rehab. to the Tax Credit Unit to determine if the following employer is eligible to receive a state tax credit for hiring and retaining me as an employee.

\_\_\_\_\_  
Employee Signature / Date

**EMPLOYER INFORMATION:**

EMPLOYER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CITY ST ZIP CODE

EMPLOYEE START DATE: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION # (FEIN): \_\_\_\_\_

EMPLOYER'S AREA CODE AND PHONE #: (\_\_\_\_\_) \_\_\_\_\_

JOB TITLE \_\_\_\_\_

EMPLOYEE'S STARTING **HOURLY** WAGE \$ \_\_\_\_\_

DID THE AVAILABILITY OF THE EIP TAX CREDIT CONTRIBUTE TO THE DECISION TO HIRE THIS PERSON? Yes \_\_\_\_\_ No \_\_\_\_\_

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS ACCURATE:

\_\_\_\_\_  
Signature of Employer/Representative

\_\_\_\_\_  
Name and Title of Employer/Representative (please print clearly)