



## TELEFILE REQUEST FORM

This form must be submitted to the Pennsylvania Department of Revenue if you are currently unable to file sales and use tax and/or employer withholding tax using myPATH (mypath.pa.gov). This request must be submitted at least 30 business days prior to a due date; otherwise, you will be required to submit such return on myPATH for that taxable period. **This request does not exempt businesses from their assigned filing and payment requirements.** Please complete the following information to receive consideration for this request:

### SECTION I – BUSINESS INFORMATION

Tax Type(s) (check all that apply):

☐

Employer Withholding Tax

Withholding ID

☒

Sales and Use Tax

License ID

Business Legal Name:

Business Trade Name or Doing Business As (DBA):

FEIN:

SSN (Sole Proprietor's if FEIN does not exist):

Mailing Address:

City:

State:

Zip Code:

### SECTION II – REASON

Mark the appropriate reason(s) for not using myPATH:

☒

Unable to access internet

☐

Religious exemption

No reliable  
Secure Service

### SECTION III – AFFIRMATION

Please verify by initialing each statement that you have read and understand the following:

1. \_\_\_\_\_ I understand that if this form is not filled out completely, I will be required to file using myPATH.
2. \_\_\_\_\_ I understand that if approved, I will be notified by the Pennsylvania Department of Revenue.

I hereby state under penalty for unsworn falsification to authorities (pursuant to 18 Pa.C.S. § 4904) that the undersigned has reviewed this document and the answers and information provided herein are true, correct and complete to the best of my knowledge, information and belief.

Signature and Title:

Date:

Please submit the completed form to:  
PA Department of Revenue  
PO Box 280900  
Harrisburg PA, 17128-0900



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