

Instructions for PA-65 Corp Directory of Corporate Partners

What's New

PA Account # was changed to Revenue ID.

For the 2012 tax year, a corporation's Revenue ID is its seven-digit PA Tax Account ID OR a new, unique, 10-digit number assigned by the department to a taxpayer, separate from any federally issued identification number(s) or Pennsylvania license number(s).

As the department transitions to an integrated tax system, a 10-digit Revenue ID number will be assigned and communicated to each taxpayer. A corporation's PA Tax Account ID will continue to be accepted by the department on tax forms and schedules, but upon assignment of a 10-digit Revenue ID to a taxpayer, the department will begin using the 10-digit Revenue ID on outbound correspondence in lieu of referencing the Tax Account ID.

General Information

Purpose of Form

A partnership (domestic or foreign general partnership, joint venture, limited partnership, limited liability company, business trust or other unincorporated entity that for federal income tax purposes is classified as a partnership) uses the PA-65 Corp, Directory of Corporate Partners for the following:

- Remit corporate net income tax withheld on behalf of the partnership's nonfiling corporate partners that are domestic or foreign (incorporated in state/country other than Pennsylvania/U.S.) C corporations;
- When the partnership's corporate partners have not filed an RCT-101, PA Corporate Tax Report for the prior or current tax year(s) or the fiscal year in which the partnership's/limited liability company's year ends; and
- When the partnership is owned 100 percent by C corporations. The partnership is required to complete

the PA-65 Corp, Directory of Corporate Partners, to fulfill its Pennsylvania filing requirement and does not complete the PA-20S/PA-65 Information Return.



Note. The PA-65 Corp, Directory of Corporate Partners, is not used for personal income tax purposes



Important. Entities that are publicly traded, real estate investment trusts or regulated investment companies are not subject to these corporate net income tax withholding requirements.

Electronic Filing

Fed/State e-File for S Corporations and Partnerships

The Pennsylvania Department of Revenue will accept original, and beginning with tax year 2011, amended PA-65 Corp, Directory of Corporate Partners including corresponding forms and schedules filed through the Modernized e-File (MeF) platform provided by the IRS (also known as the Fed/State Partnership e-File Program).



Important. An amended PA-65 Corp, Directory of Corporate Partners, filed through Fed/State e-file will only be accepted for tax years 2011 and forward. An amended PA-65 Corp, Directory of Corporate Partners, may not be filed through Fed/State e-file prior to tax year 2011. See [How To Amend the PA-65 Corp](#) prior to 2011.

Corporate net income tax withholding payments made on behalf of nonfiling corporate owner(s) can only be paid electronically if the PA-65 Corp, Directory of Corporate Partners, is filed through Fed/State e-file. Visit Revenue's e-Services Center for more information.

The Fed/State Partnership e-File Program allows the federal and state returns to be filed together or

separately. It is available through tax preparers or computer software. When using Fed/State e-file to file, the department sends an acknowledgement directly to you, the tax professional or Electronic Return Originator (ERO). Whoever submits the tax return will receive the acknowledgement.

The PA-65 Corp, Directory of Corporate Partners can be filed through Fed/State e-file through an approved vendor that has tested with and been approved by the department to offer electronic filing in Pennsylvania. Even if a vendor is federally approved, they also must be approved by Pennsylvania. As a result, every year vendors must go through a testing process for the department's approval of their software. When the vendors complete the testing process, they will be listed on Revenue's e-Services Center.

International ACH Transactions

The Federal Office of Foreign Assets Control has imposed additional reporting requirements on all electronic banking transactions that directly involve a financial institution outside of the territorial jurisdiction of the U.S. These transactions are called international ACH transactions (IAT). Presently, the Pennsylvania Department of Revenue does not support IAT ACH debit transactions. Taxpayers who instruct the department to process electronic banking transactions on their behalf are certifying that the transactions do not directly involve a financial institution outside of the territorial jurisdiction of the U.S at any point in the process.

Who Must File

The following partnerships must file the PA-65 Corp, Directory of Corporate Partners:

- Partnerships owned 100 percent by C corporations; or
- Partnerships remitting corporate net income withholding on behalf of

their nonfiling C corporations subject to corporate net income tax for Pennsylvania.

Act 46 of 2003 added provisions to the Tax Reform Code, § 403.2 that require a partnership to withhold and remit corporate net income tax on behalf of a nonfiling corporate partner. The corporate net income tax withholding requirement for nonfiling corporate partners applies to taxable years beginning after Dec. 31, 2003.

Corporate partners are not exempt from filing the RCT-101, PA Corporate Tax Report. If the partnership does not have a signed affidavit from its corporate partner(s) then the partnership is responsible for withholding corporate net income tax. The corporate net income tax payment is posted to the corporate partner's account, and an estimate may be imposed on the corporate partner for not filing the RCT-101, PA Corporate Tax Report. See [Signed Affidavit](#).

Partnerships and entities formed as limited liability companies classified as partnerships for federal income tax purposes are required to ensure corporate net income tax is withheld and paid on any income passed through to nonfiling corporate partners that have not filed an RCT-101, PA Corporate Tax Report.

Signed Affidavit

Each corporate partner is required to provide the partnership with a signed affidavit stating the corporate partner is compliant with filing its RCT-101, PA Corporate Tax Report. The affidavit must include the corporate partner's Revenue ID.



Caution. Do not enter the tax number assigned by the Department of State.

If the partnership has not received an affidavit, the partnership must file the PA-65 Corp, Directory of Corporate Partners, along with PA-20S/PA-65 Schedule H-Corp, PA-20S/PA-65 Schedule CP and federal schedules. The partnership must pay corporate net income tax for the total federal positive income multiplied by Pennsylvania apportionment percentage from PA-20S/PA-65 Schedule H-Corp multiplied by the corporate tax rate of 9.99 percent.

If the partnership has a signed affidavit and the department determines the corporate partner is

not compliant with filing an RCT-101, PA Corporate Tax Report, the obligation to withhold corporate net income tax falls back on the partnership, as do any penalty and interest fees.



Note. The department does not have an official affidavit form. It is the responsibility of the partnership to keep the affidavit it receives from its corporate partner(s) as part of the partnership's records. Do not submit the affidavit to the department.

What To File

A partnership must complete a PA-65 Corp, Directory of Corporate Partners, if the partnership has income (loss) from operating a business, profession or farm within Pennsylvania and/or income (loss) from the ownership of property within Pennsylvania.

Submit a complete federal Form 1065 including federal Form 1065 Schedules K-1 for the entity completing the PA-65 Corp, Directory of Corporate Partners, and a federal Form 1065 Schedule K-1 for each corporate partner listed on the PA-65 Corp, Directory of Corporate Partners.

Partnership with Nonfiling Corporate Partner(s) and Non Corporate Partner(s)

A partnership may have non corporate partners, as well as one or more partner(s) that are domestic or foreign C corporations. Such a partnership submits a complete PA-20S/PA-65 Information Return. A complete PA-65 Corp, Directory of Corporate Partners, is required if the partnership is remitting corporate net income withholding tax on behalf of nonfiling corporate partners and is filed separately from the PA-20S/PA-65 Information Return.

If the partnership has corporate net income tax withholding for any domestic or foreign nonfiling corporate partner, the partnership files a complete PA-65 Corp, Directory of Corporate Partners, and a copy of the partnership's federal Form 1065, including all federal schedules and federal Form 1065 Schedules K-1 in addition to the PA-20S/PA-65 Information Return.

If the entity is formed as a limited liability company classified as a partnership for federal income tax

purposes and has already forwarded a complete copy of its federal tax return to the Bureau of Corporation Taxes with the RCT-101, PA Corporate Tax Report, do not send another copy.

If the partnership has business operations within and outside Pennsylvania, the partnership must complete a PA-20S/PA-65 Schedule H to apportion business income (loss) for Pennsylvania personal income tax purposes.

The partnership must also submit a complete PA-20S/PA-65 Schedule H-Corp and provide a copy to each entity partner. The PA-20S/PA-65 Schedule H-Corp provides the entity partner with the apportionment information needed to complete the RCT-101, PA Corporate Tax Report. The PA-20S/PA-65 Schedule H-Corp is for information purposes only for corporate partners. Do not use this schedule to arrive at calculations for other non-corporate partner's/member's income. PA-20S/PA-65 Schedule H-Corp must be completed for distribution to partners that are business entities. The PA-20S/PA-65 Schedule H-Corp must be provided to the corporate partners if the partnership has business operations within and outside of Pennsylvania or totally within Pennsylvania.

The partnership is also required to file PA-20S/PA-65 Schedule CP with the PA-65 Corp, Directory of Corporate Partners, for each nonfiling corporate partner and provide a copy of PA-20S/PA-65 Schedule CP to each nonfiling corporate partner for use in filing the RCT-101, PA Corporate Tax Report. A corporate partner is not required to file PA-20S/PA-65 Schedule CP with the RCT-101, PA Corporate Tax Report.

If additional space is required, copy the PA-65 Corp, Directory of Corporate Partners. When completing more than one PA-65 Corp, Directory of Corporate Partners, each PA-65 Corp form must include the total of all the PA-65 Corp, Directory of Corporate Partners forms.

Example. The partnership reports corporate net income withholding for six corporate partners on two PA-65 Corp forms. The entity will enter "6" in the field for Line 2 on both PA-65 Corp forms. The same rule is followed for Lines 3, 4 and 5.

Partnership Wholly Owned by C Corporations

All of the partnership's owners (partners) are C corporations or entities formed as limited liability companies that are classified as disregarded entities owned by C corporations.

A partnership wholly owned by C corporations submits PA-65 Corp Directory of Corporate Partners, and a complete copy of the partnership's federal Form 1065, including all federal schedules and federal Form 1065 Schedules K-1. The partnership does not complete the PA-20S/PA-65 Information Return.

If the partnership has business operations within and outside Pennsylvania or totally within Pennsylvania, the partnership submits a complete PA-20S/PA-65 Schedule H-Corp and provides a copy of Schedule H-Corp to each entity partner. The PA-20S/PA-65 Schedule H-Corp provides the entity partner with the apportionment information needed to complete RCT-101, PA Corporate Tax Report.

The partnership is also required to file PA-20S/PA-65 Schedule CP with PA-65 Corp, Directory of Corporate Partners, for each nonfiling corporate partner and provide a copy of Schedule CP to each nonfiling corporate partner for use in filing RCT-101. A corporate partner is not required to file PA-20S/PA-65 Schedule CP with the RCT-101.



Important. If the partnership is wholly owned by C corporations or limited liability companies filing as a C corporation, the partnership does not file a PA-20S/PA-65 Information Return. The partnership is only required to file the PA-65 Corp, Directory of Corporate Partners.

Partnerships Without Corporate Partners

If the owners of the partnership are individuals, estates, trusts, other partnerships, PA S corporations, and/or other entities, and the partnership does not have any C corporations as partners, the partnership submits a complete PA-20S/PA-65 Information Return but does not complete a PA-65 Corp, Directory of Corporate Partners.

Apportionment

When the partnership has at least one partner that is a corporation subject to corporate net income tax, the partnership must also submit a PA-20S/PA-65 Schedule H-Corp. The PA-20S/PA-65 Schedule H-Corp provides the corporate partner with the apportionment information needed to complete the RCT-101, PA Corporate Tax Report.

Assembling the PA-65 Corp, Directory of Corporate Partners

Assemble the PA-65 Corp, Directory of Corporate Partners in the following order:

- Signed original PA-65 Corp, Directory of Corporate Partners. Do not mail a photocopy;
- PA-20S/PA-65 Schedule H-Corp;
- PA-20S/PA-65 Schedule CP for each corporate partner;
- Federal Form 1065 including all federal schedules and federal Schedules K-1 (including all federal Schedules K-1 for all C corporation partners) unless previously filed with the RCT-101, PA Corporate Tax Report; and
- Corporate net income tax payment for nonfiling corporate partners



Important. Do not create a substitute PA-65 Corp, Directory of Corporate Partners, which has not been approved by the department. A spreadsheet is an unapproved and unacceptable tax form. No more than three corporate partners may be entered on the PA-65 Corp, Directory of Corporate Partners. If additional pages are needed, a photocopy of the PA-65 Corp, Directory of Corporate Partners, or department-approved form is acceptable.

If you are filing any tax form other than an official tax form, please review Miscellaneous Tax Bulletin 2008-02, issued Aug. 13, 2008, on the department's website.

Losses, Expenses and Credits

The partnership cannot reduce the income by losses or expenses on PA-20S/PA-65 Schedule CP. The corporation must file its RCT-101, PA Corporate Tax Report to take losses and/or expenses into account.

When To File

If the due date falls on a Saturday, Sunday, or business holiday, the entity must file its PA-65 Corp, Directory of Corporate Partners, no later than midnight on the first business day following the Saturday, Sunday, or business holiday. The U.S. Postal Service postmark date on the envelope is proof of timely filing. Pennsylvania follows the same tax year as federal rules.

A partnership or entity formed as a limited liability company classified as a partnership for federal income tax purposes files the current tax year PA-65 Corp, Directory of Corporate Partners, on or before April 15, 2013.

Calendar-Year Entity

A partnership or entity formed as a limited liability company that is classified as a partnership for federal income tax purposes that files on a calendar year, reports all corporate net income tax withholding recognized between Jan. 1 and Dec. 31.

A partnership or entity formed as a limited liability company classified as a partnership for federal income tax purposes files the current year PA-65 Corp, Directory of Corporate Partners, on or before April 15, 2013. The U.S. Postal Service postmark date on the envelope is proof of timely filing.

If the return is not filed by the original due date, the department imposes late filing penalties and interest charges.

Fiscal-Year Entity

A fiscal year is a period of 12 consecutive months without regard to the calendar year. The fiscal year is designated by the calendar year in which it ends. A fiscal year entity reports all taxable income recognized during the fiscal year.

A partnership or entity formed as a limited liability company classified as a partnership for federal income tax purposes that files on a fiscal year reports all corporate net income tax withholding recognized during the fiscal year.

A partnership or entity formed as a limited liability company classified as a partnership for federal income tax purposes files the PA-65 Corp, Directory of Corporate Partners, on or before the 15th day of the fourth month following the close of the

fiscal year. A partnership may use a 52/53 week-year if it keeps its books on that basis.

Short-Year Return

A short year is an accounting period shorter than one year and not a 52-53 week taxable year.

A short-year return is required for the following reasons -

- Changes in the annual accounting period. For example, the entity changes from a fiscal year filer to a calendar year filer; or
- An entity is in existence during only part of the tax year. For example, if the year is the initial year or the entity sells or exchanges 50 percent or more of ownership interest.

When there has been a change in an accounting period that requires filing of a short-year return, the tax is calculated on an annualized basis.

No Extension of Time To File

There is no extension of time to file the PA-65 Corp, Directory of Corporate Partners. See [How a 1065 Federal Extension Affects the PA-65 Corp Filing](#). The PA-65 Corp is a payment voucher for withholding corporate net income tax for nonfiling corporate partners which indicates how much was withheld for each corporate partner. It is not a tax return and therefore has no extension provision. The corporate net income tax withholding payment must be remitted with the PA-65 Corp, Directory of Corporate Partners by April 15. See [How To Pay](#).

How a 1065 Federal Extension Affects the PA-65 Corp Filing

A valid federal extension of time to file federal Form 1065 does not extend the filing time for the PA-65 Corp, Directory of Corporate Partners or the remittance of corporate net income tax withholding for nonfiling corporate partners.

The partnership must timely file the PA-65 Corp, Directory of Corporate Partners on or before the original due date and remit corporate net income tax withheld on behalf of its nonfiling corporate partners. The partnership must pay in full the amount reasonably estimated as the Pennsylvania corporate net income tax due on or before the original due date. Failure to withhold and remit

the correct amount of corporate net income tax on behalf of nonfiling corporate partners may subject the partnership to interest and penalties.

When the partnership's federal Form 1065 is filed, the partnership is required to submit the PA-65 Corp, Directory of Corporate Partners with federal Form 1065 attached. See [Underpayment](#), [Correct Payment](#) and [Overpayment](#).

Underpayment of Corporate Net Income Tax

If upon filing federal Form 1065, the partnership determines the proper amount of corporate net income tax was not withheld for a corporate partner, the partnership must file an amended PA-65 Corp, Directory of Corporate Partners, and remit the additional tax due within 30 days of filing federal Form 1065 with the IRS. See [How To Amend the PA-65 Corp](#).

With the amended PA-65 Corp and CNI check, the partnership must submit a complete copy of federal Form 1065, including federal Form 1065 Schedule K-1 for each nonfiling corporate partner, PA-20S/PA-65 Schedule H-Corp and PA-20S/PA-65 Schedule CP. Fill in the amended PA-65 Corp oval on the PA-65-Corp, Directory of Corporate Partners.

 **Important.** When submitting the amended PA-65 Corp, enter only the amended amount of corporate net income tax withheld on Line 4.

Example. The entity files the PA-65 Corp on April 15 and remits \$500 for corporate net income tax. After filing federal Form 1065 the partnership realizes the correct amount of corporate net income tax withheld should be \$600. There is an underpayment of \$100. The partnership reports only \$100 on the amended PA-65 Corp, Line 4.

Correct Payment of Corporate Net Income Tax

If upon filing federal Form 1065, the partnership determines that it correctly withheld corporate net income tax for a corporate partner, the partnership must submit a copy of federal Form 1065, including federal Form 1065 Schedule K-1 for each nonfiling corporate partner with a copy of the original PA-65 Corp, Directory of Corporate Partners within 30 days of filing federal Form 1065 with the IRS.

 **Important.** When submitting the PA-65 Corp with federal Form 1065, enter zero on Line 4 because the correct amount of corporate net income tax withheld and remitted on April 15 was correct. All other information on the PA-65 Corp should appear as was filed on April 15.

Overpayment of Corporate Net Income Tax

If upon filing federal Form 1065, the partnership determines that it withheld excess corporate net income tax for a corporate partner, the partnership must file an amended PA-65 Corp, Directory of Corporate Partners. Refunds are not issued to the partnership. See [Refund of Overpayment of Corporate Net Income Tax Withholding](#).

With the amended PA-65 Corp, the partnership must submit a complete copy of federal Form 1065, including federal Form 1065 Schedule K-1 for each nonfiling corporate partner, PA-20S/PA-65 Schedule H-Corp and PA-20S/PA-65 Schedule CP within 30 days of filing federal Form 1065 with the IRS. Fill in the amended PA-65 Corp oval on the PA-65-Corp, Directory of Corporate Partners. See [How To Amend the PA-65 Corp](#).

 **Important.** When submitting the amended PA-65 Corp, enter zero on Line 4 because the correct amount of corporate net income tax withheld and remitted on April 15 was correct. All other information on the PA-65 Corp should appear as was filed on April 15.

Attach a statement indicating there was an overpayment and the amount of the overpayment.

Example. The entity files the PA-65 Corp on April 15 and remits \$600 for corporate net income tax. After filing federal Form 1065 the partnership realizes the correct amount of corporate net income tax withhold is \$500. There is an overpayment of \$100. The partnership reports zero on the amended PA-65 Corp, Line 4.

No Payment Required for Corporate Net Income Tax

A partnership that is owned 100 percent by corporate partners that files a Pennsylvania tax return must submit a copy of federal Form 1065, including all federal Form 1065

Schedules K-1 and the PA-20S/PA65 Schedule H-Corp with a copy of the original PA-65 Corp, Directory of Corporate Partners, within 30 days of filing federal Form 1065 with the IRS.

If the partnership owned 100 percent by corporate partners determines there was an underpayment or overpayment of corporate net income tax, see [Underpayment of Corporate Net Income Tax](#) or [Overpayment of Corporate Net Income Tax](#).

Refund of Overpayment of Corporate Net Income Tax Withholding

If the partnership withholds excess corporate net income tax for a corporate partner, the overpayment will be refunded to the corporate partner and not the partnership when the C corporation files its RCT-101, PA Corporate Tax Report.

How To Amend The PA-65 Corp

Prior to Tax Year 2011

An amended PA-65 Corp, Directory of Corporate Partners cannot be filed through Federal/State e-file prior to tax year 2011.

When amending a PA-65 Corp, Directory of Corporate Partners filed through Fed/State e-file prior to tax year 2011, the appropriate paper form must be used.

If after filing the PA-65 Corp, Directory of Corporate Partners, the partnership discovers that an incorrect PA-65 Corp has been submitted to the department, the partnership must submit an amended PA-65 Corp, Directory of Corporate Partners.

For tax years prior to 2011, to amend the PA-65 Corp, Directory of Corporate Partners, that was originally filed through Fed/State e-file or paper-filed, a paper form PA-65 Corp, Directory of Corporate Partners must be used for the year to be amended. Follow the instructions, The partnership must:

- Obtain the paper form PA-65 Corp, Directory of Corporate Partners, for the year to be amended. **Do not submit a copy of the original PA-65 Corp, Directory of Corporate Partners;**

- Correct the error by completing and filing a PA-65 Corp, Directory of Corporate Partners, and clearly mark the amended oval;
- Enclose a statement explaining the reasons an amended return is being filed; and
- Enclose a copy of the amended federal Form 1065.



The PA-65 Corp, Directory of Corporate Partners, must be amended if the partnership amends federal Form 1065.

Tax Year 2011 and Forward

Beginning with tax year 2011, the department will accept amended PA-65 Corp, Directory of Corporate Partners including corresponding forms and schedules filed through Fed/State e-File.

To file a 2010 amended return through Fed/State e-File, visit Revenue's e-Services Center at www.doreservices.state.pa.us.

Follow all the steps listed above under "Prior to Tax Year 2011" with exception to the first bullet referencing a paper return.

When To Amend The PA-65 Corp

Under-Reported Income (Tax Due)

If the partnership under reported income, erroneously claimed credits or deductions to which it was not entitled, or events transpired that increased reportable Pennsylvania-taxable income, including an IRS Report of Change, the entity must file an amended PA-65 Corp, Directory of Corporate Partners, within 30 days from the determination of such increase.

The entity owners must also file an amended Pennsylvania tax return within 30 days of the discovery of the error to report any increase in income for taxes due.

Where To File

Partnerships, including entities formed as limited liability companies that are classified as partnerships for federal income tax purposes has partners that are nonfiling C corporations or 100 percent owned by C corporations must submit the PA-65 Corp, Directory of Corporate Partners, PA-20S/PA-65 Schedule CP, PA-20S/PA-65 Schedule H-Corp, and

corporate net income tax payment. If entities formed as limited liability companies that are classified as partnerships for federal income tax purposes did not forward a complete copy of its federal return to the Bureau of Corporation Taxes with the RCT-101, PA Corporate Tax Report, it must include a complete copy of federal Form 1065, including federal Schedules K-1.

Where the partnership should mail the PA-65 Corp, Directory of Corporate Partners, depends whether there is a corporate net income withholding payment. Choose the appropriate mailing address:

Without Payment:

PA DEPARTMENT OF REVENUE
BUREAU OF INDIVIDUAL TAXES
PO BOX 280509
HARRISBURG PA 17128-0509

Include the PA-20S/PA-65 information return, if applicable; PA-65 Corp, Directory of Corporate Partners; PA-20S/PA-65 Schedule H-Corp and federal 1065 return.

With Payment:

PA DEPARTMENT OF REVENUE
BUREAU OF INDIVIDUAL TAXES
PO BOX 280502
HARRISBURG PA 17128-0502

Include PA-20S/PA-65 information return, if applicable; PA-65 Corp, Directory of Corporate Partners; PA-20S/PA-65 Schedule H-Corp; PA-20S/PA-65 Schedule CP; CNI payment and the federal 1065 return.



Important. Mail the PA-65 Corp, Directory of Corporate Partners separate from all other Pennsylvania tax returns.

- Do not send corporate net income tax withholding payments to the Bureau of Corporation Taxes.
- Do not mail the PA-20S/PA-65 Information Return with the RCT-101, PA Corporate Tax Report.

How To Pay Payment by Check

The partnership must submit the PA-65 Corp, Directory of Corporate Partners with a check or money order made payable to the Dept. of Revenue for corporate net income tax withheld on behalf of the partnership's nonfiling corporate partners. Payments submitted to this

account are for nonfiling corporate partners and are posted to their corporate accounts as indicated on the partnership's PA-65 Corp, Directory of Corporate Partners.

The PA-65 Corp, Directory of Corporate Partners is the payment voucher for remittance of corporate net income tax withholding for nonfiling corporate partners.

DO NOT USE THE PA-V OR ANY OTHER VOUCHER. These vouchers have a unique line of information, including encrypted information that the department uses to post personal income tax payments or other types of tax payments and are **not** used for corporate net income tax withholding payments.



Caution. Failure to remit the PA-65 Corp, Directory of Corporate Partners with the corporate net income tax withholding payment will delay processing the return and may result in the imposition of interest, penalty and estimated under penalty.

Electronic Payment

Corporate net income tax withholding payments made on behalf of nonfiling corporate owner(s) can only be paid electronically if the PA-65 Corp, Directory of Corporate Partners, is filed through Fed/State e-file. Visit Revenue's e-Services Center for more information. See [Electronic Filing](#).

Completing the PA-65 Corp

Foreign Address Standards

If the PA S corporation, partnership or entity formed as a limited liability company that is classified as a partnership or PA S corporation for federal income tax purposes is located outside the U.S., it is important to write the foreign address on the PA-65 Corp, Directory of Corporate Partners, according to U.S. Postal Service standards.

Failure to use these standards may delay processing or any correspondence necessary to complete the processing of the return.

To comply with foreign address standards, use the following rules when completing the address portion of the PA-65 Corp, Directory of Corporate Partners.

- Eliminate apostrophes, commas, periods and hyphens.
- Write the name of the entity in the spaces provided.
- Write the address in the space provided, including street and building name and number, apartment or suite numbers, city name and city or provincial codes.
- Write only the name of the country in the space provided for the city or post office.
- **Do not** include any entries in the state or ZIP code spaces on the PA-65 Corp, Directory of Corporate Partners.

Providing the address in this format will better ensure that the department is able to contact the entity if we need additional information.

Below are examples of properly completed foreign addresses.

Foreign Address Example

DIETRICH ENTERPRISES
HARTMANNSTRASSE 7
5300 BONN 1
FEDERAL REPUBLIC OF GERMANY
OR
DIETRICH ENTERPRISES
117 RUSSELL DR
LONDON W1PGHQ
ENGLAND

Canada (Only) Address Example

The following address format may be used when the postal address delivery zone number is included in the address:

NORTH BY NORTHWEST CO
1010 CLEAR ST
OTTAWA ONT K1A 0B1
CANADA

If the entity's address does not fit in the available spaces on the PA-65 Corp, Directory of Corporate Partners, using this format, please include a separate statement with the return showing the complete address.

PA-65 Corp Form

Partnership Federal Employer Identification Number (FEIN)

Enter the nine-digit federal employer identification number of the partnership.

Partnership Business Name

Enter the complete name of the entity.

First Line of Address

Enter the street address. If the address has an apartment number, suite or RR number, enter after the street address.

The U.S. Postal Service preference is to put the actual delivery address on the line immediately above the city, state and ZIP code.



Note. If the street address along with the apartment number, suite or RR number does not fit on the first line of address, then enter the street address on the second line of address and the apartment number, suite or RR number on the first line of address.

Second Line of Address

Enter the post office box, if applicable. If there is no post office box, leave the second line of address blank.

For a foreign address enter the city or municipal designation. See [Foreign Address Example](#).

For a Canadian address, enter the city and postal delivery zone number. See [Canada Address Example](#).



Important. If the address has only a post office box, enter on the first line of address.

City, State, and ZIP Code

Enter the appropriate information in each box. For Canadian and international addresses, the bottom lines of the address should show only the country name, written in full (no abbreviations) and in capital letters. See [Foreign Address Example](#) and [Canada Address Example](#).

Line Instructions

Line 1

Enter the following information for each corporate partner:

FEIN

Enter the corporate partner's nine-digit federal employer identification number.

Revenue ID

Enter the Revenue ID of the PA S corporation or limited liability company. If the entity has neither a Tax Account ID nor a Revenue ID, leave the field blank.



Caution. Do not enter the tax number assigned by the Department of State.

**Nonfiling Corporation
Corporate Net Income (CNI)
Withholding**

Enter the amount of corporate net income tax withheld for the corporate partner. Use whole dollar amounts only.

**Foreign Entity/Outside U.S.
Oval**

Fill in the oval if the entity is outside the U.S.

**Name and Address of
Corporate
Partner**

Complete the name and address of the corporate partner

**Line 2
Total Number of Corporate
Partners for this Entity**

Enter the total number of corporate partners for this entity.

If the partnership has multiple schedules, each schedule should include the total of all the schedules. i.e., partnership reports CNI withholding for six corporate partners on the PA-65 Corp. The total number of corporate partners for this entity is six. The partnership enters "6" in the field for Line 2 on both schedules.

**Line 3
Total Number of Corporate
Partners Registered in
Pennsylvania for this Entity**

Enter the total number of corporate partners registered in Pennsylvania for this entity.

If the partnership has multiple schedules, each schedule should include the total of all the schedules. i.e., partnership reports CNI withholding for six corporate partners on the PA-65 Corp. The total number of corporate partners registered in Pennsylvania for this entity is four. The partnership enters "4" in the field for Line 3 on both schedules. Do not leave this field blank. If there are no corporate partners registered in Pennsylvania, enter "0."

**Line 4
Total Corporate Net Income
Tax Withholding for all
Nonfiling Corporate Partners
for this Entity**

Enter the total corporate net income tax withheld for all nonfiling corporate partners. Use whole dollar amounts only.

If the partnership has multiple schedules, each schedule should include the total of all the schedules. i.e., partnership reports CNI withholding for six corporate partners on the PA-65 Corp. The total CNI withholding on Line 4 for all six partners is \$10,000. The partnership enters \$10,000 in the field for Line 4 on both schedules. Do not leave this field blank. If there is no withholding, enter "0."

**Line 5
Pennsylvania Apportionment
as Reported on PA-20S/PA-
65 Schedule H-Corp**

Enter the Pennsylvania-Apportionment figure from PA-20S/PA-65 Schedule H-Corp. Do not leave this field blank.

Who Must Sign

Paper Filed Returns

**General Partner, Principal
Officer or Authorized
Individual Signature and
Name**

The PA-65 Corp, Directory of Corporate Partners must be signed and dated.

The entity has not filed a valid PA-65 Corp, Directory of Corporate Partners, unless it is properly signed. The individual signing the return must be a general partner, principal officer or individual expressly authorized to sign.

The partnership official signing the return verifies by written declaration, under penalties of perjury, that he or she personally has examined the PA-65 Corp, Directory of Corporate Partners and its accompanying schedules and to the best of his or her knowledge, the PA-65 Corp, Directory of Corporate Partners is true, correct and complete.

The partnership official that is responsible for signing the PA-65 Corp, Directory of Corporate Partners, must sign it by hand; signature stamps or labels are not acceptable, and include his or her title, date and daytime phone number.

The responsible official must file all required schedules with the PA-65 Corp, Directory of Corporate Partners, including the PA-20S/PA-65 Schedule H-Corp and PA-20S/PA-65 Schedule CP for each owner.

**Preparer's Signature and
Name**

A paid preparer may sign original or amended returns by rubber stamp, mechanical device, or computer software program. Pennsylvania follows federal guidelines for signature requirements for the preparer.

If a partner, member or employee of the entity completes the PA-65 Corp, Directory of Corporate Partners, the paid preparer's space should remain blank. In addition anyone who prepares the PA-65 Corp, Directory of Corporate Partners, but does not charge the entity should not complete the paid preparer section.

Anyone who prepares a PA-65 Corp, Directory of Corporate Partners, for a fee or incident to the performance of services for which the preparer charges a fee e.g. an attorney provides legal services for a fee and includes for free, the preparation of the PA-65 Corp, Directory of Corporate Partners, must complete the required paid preparer information listed below:

- Print or type the preparer's names in the space provided.
- Sign the return in the space provided for the paid preparer's signature.
- Fill in the other areas in the "Paid Preparer Use Only" section.
- Print or type the paid preparer's company or corporation name and federal employer identification number, if applicable.
- Print or type the paid preparer's Preparer Tax Identification Number (PTIN). If you are a paid preparer, you must use a PTIN issued by the Internal Revenue Service (IRS) to identify yourself in the paid preparer section of the tax return.

- Give a copy of the return to the taxpayer.

If someone prepares the return at no charge, the paid preparer's area need not be completed.

Electronically Filed Returns

An electronic return must be signed by a general partner, principal officer or authorized individual.

An electronic return must also be signed by the paid preparer, if applicable.

Two signature options are available, as described above.

1. PA-8879-P - Pennsylvania e-File Signature Authorization for PA S Corporation/Partnership Information Return (PA-20S/PA-65) – Directory of Corporate Partners (PA-65 Corp); or

2. PA-8453-P - PA S Corporation/Partnership Information Return (PA-20S/PA-65) - Directory of Corporate Partners (PA-65 Corp) Tax Declaration for a State e-File Return.

PA-8879-P Form

The federal self-select PIN option consists of two PINs, one for the taxpayer and one for the preparer.

In order for the department to accept the federal self-select PIN as a signature, software developers must display a Jurat/Disclosure Statement (similar to the language on the PA-8453-P and meeting the requirements of 72 P.S. § 7333 and 61 Pa. Code § 121.23) attach as Page 3 to PA-8879-P.

Taxpayers and Electronic Return Originators (EROs) must complete PA-8879-P when using this method and consenting to electronic funds withdrawals.

The department requires the EROs to retain completed PA-8879-P forms for three years after the due dates of the returns or the dates the returns were filed electronically, whichever is later. **Do not** mail these forms to the department.

PA-8453-P Form

If a taxpayer elects not to use the federal self-select PIN option, or if the state submission is filed as a state stand-alone (no link to an original federal submission), the department requires the ERO to retain completed PA-8453-P forms for three years after the due date of the returns or the date the returns were filed electronically, whichever is later.

Do not mail these forms to the department. PA-8453-P must be completed and signed by all appropriate parties before the return is transmitted electronically.

In the event the department selects an electronic return for examination, the ERO may be required to provide PA-8879-P and, if appropriate, PA-8453-P, within five business days of the request. A percentage of these forms will be randomly requested yearly for monitoring compliance.