

Franklin County Area Tax Bureau

Instructions for Completing Misc. Forms

PA UE and Federal 2106

1. These forms are used to report employee business expenses. PA Schedule UE, officially called PA-40 Schedule UE, is attached to the PA-40 Personal Income Tax Return. It enables employees to subtract unreimbursed business expenses from their taxable compensation, reducing the amount subject to Pennsylvania personal income tax as well as local taxes. Federal Form 2106, Employee Business Expenses, allows eligible employees to report unreimbursed expenses that are ordinary and necessary for their job. Note that only a narrow set of employees can use Form 2106 after 2017 due to the elimination of miscellaneous itemized deductions.
2. If you enter an amount in Box 2, you will be required to attach one or both of these forms. These forms will be uploaded when you get to the screen below.

Welcome Test-Ed Franchi (eefranchi@gmail.com) [Return to Income Entry](#)

	File	Status
Manage	W2 Form	Loaded
Manage	PA UE and Federal 2106	*Required
Manage	PA Schedule C,F	
Manage	PA Schedule RK-1	
Manage	Schedule G	

PA Schedule C, PA Schedule F, and PA Schedule RK-1

1. These forms are used to report business type income or loss. PA Schedule C is used to report income/loss from a sole proprietor. PA Schedule F is used to report income/loss from farming activity. PA Schedule RK-1 is used to report income/loss or credit for shareholders, partners, or beneficiaries of pass-through entities.
2. If you checked the “Yes” box when starting a tax return (see below), you will be required to upload at least one of these forms.

Tax Year:

Your Resident Municipality (Township or Borough):

Taxpayer:

Taxpayer Id:

Street Address:

Address 2:

City, State, Zip:

Do you have Business Income to file?*

☒ Yes

Did you Move between Jan 1, and the Present?*

☐ Yes *If yes, Complete Sections A & C on the back on this form.

[← Back To Dashboard](#) [Update Income Info](#)

3. If you checked the box indicated in #2 above, you will need to enter an amount in Box 6 or Box 7. By doing so, you will be required to attach one or possibly two of these forms. These forms will be uploaded when you get to the screen below.

Welcome Return to Income Entry		
	File	Status
Manage	W2 Form	Loaded
Manage	PA UE and Federal 2106	
Manage	PA Schedule C,F	*Required
Manage	PA Schedule RK-1	*Required
Manage	Schedule G	

4. If you only have one form to upload, you can upload the same form for both required items. For example, if you are only required to upload a PA Schedule C and do not have a PA Schedule RK-1 to upload, you can upload PA Schedule C again for that required item. Note that we are working on simplifying this step.

Local Schedule G

1. The Local Schedule G is used by residents/taxpayers within our jurisdiction that wish to claim a credit for taxes paid to the city of Philadelphia or another state.
2. This form can be found on our website (www.fcatb.org) under the Individual Income Tax link. Complete instructions are provided on the form. The total credit calculated on the form should be put on line 15 of the tax return (Form 531).