

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3139, during the hours of 8:00 a.m. through 4:00 p.m., Monday through Friday. Or, you can visit our website at www.hab-inc.com.

Berkheimer is not the appointed tax hearing officer for your taxing district and will not accept any petitions for appeal. Petitions for appeal must be filed with the appropriate appeals board for your County. Berkheimer can provide you with the proper procedures and forms necessary to file an appeal with the appeals board for your Tax Collection District.

Mailing Address:

Location of Business

Year / Quarter

Account #

WEB

dced-e1-web 032112

MUNICIPAL TAXING AUTHORITY (City, Borough, or Township) IN WHICH FACILITY OR BUSINESS IS LOCATED (Attach listing of multiple locations within PA if applicable)

Grid for Municipal Taxing Authority

COUNTY BUSINESS PHONE NUMBER BUSINESS FAX NUMBER

EMPLOYER PSD CODE FEDERAL EIN OR SOCIAL SECURITY # ACCOUNT NUMBER YEAR QUARTER

Table with 7 rows: 1. TOTAL EARNED INCOME TAX WITHHELD, 2. CREDIT OR ADJUSTMENT, 3. TOTAL OF EARNED INCOME TAX DUE, 4. TOTAL PAYMENTS MADE THIS QUARTER, 5. ADJUSTED TOTAL OF EIT DUE, 6. PENALTY AND INTEREST, 7. BALANCE DUE WITH RETURN

Table with 8 rows: 8. DATE PERIOD ENDED, 9. TOTAL PAGES OF THIS RETURN, 10. TOTAL NUMBER OF EMPLOYEES LISTED

IF THERE HAS BEEN A CHANGE OF OWNERSHIP OR OTHER TRANSFER OF BUSINESS DURING THE QUARTER, ATTACH EXPLANATION AND GIVE NAME OF PRESENT OWNER AND DATE THE CHANGE TOOK PLACE.

CHANGE NO CHANGE

DO YOU EXPECT TO PAY TAXABLE WAGES NEXT QUARTER?

YES NO

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete

PRIMARY CONTACT INDIVIDUAL (FIRST NAME, LAST NAME)

TITLE

PRIMARY CONTACT PHONE NUMBER PRIMARY CONTACT EMAIL ADDRESS

SIGNATURE OF PRIMARY CONTACT INDIVIDUAL DATE (MM/DD/YYYY)

Table with 5 columns: (11) EMPLOYEE'S SOCIAL SECURITY NUMBER, (12) EMPLOYEE'S NAME/ADDRESS, (13) GROSS COMPENSATION PAID THIS QUARTER, (14) AMOUNT OF EIT WITHHELD THIS QUARTER, (15) RESIDENT PSD CODE

(16) FIRST PAGE TOTAL

Grid for First Page Total

Make Checks payable to: HAB-EIT

There will be cost assessed for returned payments for insufficient funds. There may be additional cost assessed if no payment is enclosed for tax due at time of filing.

TOTAL Amount Enclosed.... \$

Grid for Total Amount Enclosed



## INSTRUCTIONS

## WHO MUST FILE:

If you have employed one or more individuals, other than domestic servants, for a salary, wage, commission, or other compensation, you must file a return for the first quarter in which you are required to withhold the Earned Income Tax from earnings, and each quarter thereafter.

If you have no employees for a tax period, a return must be filed indicating "no employees" for that quarter. All Pennsylvania based employers are required to withhold the tax based on the higher rate of either the employee's resident tax rate or employer's non-resident tax rate.

**QUARTERLY RETURNS AND DUE DATES:** A return must be filed for each quarter of the calendar year on the dates listed below unless the date falls on a Saturday or Sunday then the due date becomes the next business day.

1st quarter: January, February, March .....Due on or Before April 30  
 2nd quarter: April, May, June .....Due on or Before July 31  
 3rd quarter: July, August, September ..... Due on or Before October 31  
 4th quarter: October, November, December .....Due on or Before January 31

**NOTE: Delinquent cost may be assessed for failure to file a required Employer Quarterly Earned Income Tax return.**

## WHERE TO FILE:

To file your quarterly E-1 Form electronically, visit our website at [www.berk-e.com](http://www.berk-e.com).

If you choose not to use an online filing option, you can mail your return and payment to the address noted at the bottom of this form.

## FORM E-1

- ITEM 1: Total Earned Income Tax withheld from all employees' wages during the quarter.
- ITEM 2: Credit or Adjustment (attach explanation). Line is for the correction of tax withheld for the preceding quarter(s) of the same calendar year. Explanation should include details showing year/quarter, social security number (s) and the revised amount for each individual.
- ITEM 3: Total of Earned Income Tax Due (Line 1 minus Line 2)
- ITEM 4: Total Payments made this quarter.
- ITEM 5: Adjusted total of EIT Due (line 3 minus line 4).
- ITEM 6: Penalty and interest must be calculated at 1.00246% per month after due date. Multiply rate by line 5.
- ITEM 7: Balance due with return (add lines 5 and 6).
- ITEM 8 THRU 12: These items are self-explanatory. Note: Item 12 must be employee's street address. PO Boxes are not acceptable addresses for filing purposes
- ITEM 13: Gross Compensation Paid This Quarter - List Gross Wages Paid to each employee this quarter. With the passage of Pennsylvania Act 48 of 1994, it is no longer possible for us to remit to the City of Philadelphia any monies which you have collected for employees. If you need to set up an account with the City of Philadelphia you may call them at 215-686-6600.
- ITEM 14: Amount of Tax Withheld This Quarter- List amount of Earned Income Tax Withheld by you for each employee this quarter. Enter "0" if no Tax withheld this quarter for employee listed.
- ITEM 15: PSD Code - Please list for each employee the 6 digit PSD Code of the CITY, BOROUGH, or TOWNSHIP in which the employee resides so the Earned Income Tax Administrator may distribute the tax to the proper taxing jurisdiction.
- ITEM 16: Include Total Taxable Gross Wages and Earned Income Tax Withheld.

## ADDITIONAL FILING INSTRUCTIONS

Form E-1 has been prepared by the Earned Income Tax Office to the Department of Community and Economic Development (DCED). When the front of this form has employees listed in sections 11-15 it is based on the list of employees submitted by the employer. In order to assure proper credit to your account, employers are required to perform the following:

- CHECK THE BOX to the left of each employee if any changes or additions are made to that line. Address changes submitted must be actual street address of the employee. PO Boxes are not acceptable addresses for filing purposes.

## REMIT TO:

BERKHEIMER TAX ADMINISTRATOR  
 PO BOX 25132  
 LEHIGH VALLEY, PA 18002-5132