

# Form 512 Annual Employer Reconciliation

**Return to:** Capital Tax Collection Bureau

I hereby certify that the information and schedules contained herein are true and correct.

Authorized Signature	Title	Date
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|---|--|
| 1. Total No. of W-2's enclosed                    |  |
| 2. Earned Income Tax as shown on W-2's            |  |
| 3. Earned Income Tax paid on Depository Receipts  |  |
| 4. If line 2 is larger than line 3 - Balance Due  |  |
| *5. If line 3 is larger than line 2 - Overpayment |  |
| 6. Total remittance enclosed                      |  |

Employer No. Year

PSD No.

Due Date

\*Overpayment:  Credit to next year  Refund to employer

Dear Employer:

Please remind your employees that although you withheld their Earned Income Tax, it is necessary that they file a final Earned Income Tax Return (Form 531) with their local Earned Income Tax Office. Failure to file may subject them to a \$500 fine.

Capital Tax Collection Bureau serves all municipalities in Perry County; the City of Harrisburg, Dauphin, Highspire, Paxtang, Penbrook, and Steelton Boroughs; Lower Paxton, Middle Paxton, Reed, Swatara and West Hanover Townships in Dauphin County; Greenwood Township in Juniata County; Carlisle, Mt Holly Springs, Newburg, Newville, and Shippensburg Boroughs in Cumberland County; Cooke, Dickinson, Hopewell, Lower Frankford, Lower Mifflin, North Middleton, North Newton, Penn, Shippensburg, South Middleton, South Newton, Southampton, Upper Frankford, Upper Mifflin, and West Pennsboro Townships in Cumberland County; Orrstown Borough and Southampton Township in Franklin County. If an employee has resided in any of the aforementioned municipalities during any part of the preceding year and has not received a 531 Final Return form from us, please advise him to call us and one will be sent immediately.

If any employee is unsure of who he should be filing his final return with have him contact us and we will do our best to provide them the needed information.

#### Capital Tax Collection Bureau

Central Dauphin Division  
Olde Liberty Square  
4811 Jonestown Rd., Ste 129  
Harrisburg, PA 17109-1734  
(717) 545-2791

The office will be moved circa January 2004 to  
425 Prince Street • Harrisburg, PA 17109

Harrisburg Division  
2301 N 3<sup>rd</sup> St.  
Harrisburg, PA 17110-1893  
(717) 234-3217

Carlisle Division  
19 S. Hanover St., Ste 102  
Carlisle, PA 17013-3336  
(717) 243-3725

## EMPLOYER'S REQUEST OF W-2's

The Capital Tax Collection Bureau stocks a limited number of W-2's each year. Only our employers with this request will be given W-2 forms. Employers are required to pick up the forms at either our Harrisburg, Carlisle or Central Dauphin office unless your order is for six (6) or less W-2's and you send a self-addressed stamped envelope as follows:

1 sheet (2 W-2's) - Current 2 oz. 1st Class postage

2 sheets (4 W-2's) - Current 3 oz. 1st Class postage

Requested W-2's will be reserved only 3 business days past stated pick-up date. We now carry a small supply of 2-wide, 4-part W-2 forms specifically adapted for computer preparation. Please provide the following information:

Number of W-2's Requested (Must be in multiples of 2) \_\_\_\_\_

Date W-2's Will Be Picked-Up \_\_\_\_\_

Type of W-2 Requested - Check One  8-Part, 1-Wide  4-Part, 2-Wide

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