

Instructions on how to complete Employer Quarterly Local Earned Income Tax Return

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.

QUARTERLY RETURNS AND DUE DATES: A return must be filed for each quarter of the calendar year as follows:

DUE ON OR BEFORE

1st quarter: January, February, MarchApril 30

2nd quarter: April, May, JuneJuly 31

3rd quarter: July, August, September October 31

4th quarter: October, November, December January 31

NOTE: Delinquent costs may be assessed for failure to file a required Employer Quarterly Earned Income Tax return or remit the money due with the return.

WHERE TO FILE:

To file your quarterly return online or to remit the taxes online, visit our website at **WWW.CAPTAX.COM**. On the website, you can file your return by data entry or by a file upload. In order to file/pay online, you will first need to register by completing an online registration form found on our website. If you employ less than 26 individuals and choose not to use the online filing option, you can mail your return and payment to the address noted on the form.

LINE-BY-LINE INSTRUCTIONS:

ITEM 1: Total Earned Income Tax withheld from all employees' wages during the quarter.

ITEM 2: Enter Credit or Adjustment (attach explanation)

ITEM 3: Subtract Item 1 minus Item 2.

ITEM 4: Penalty and interest must be calculated at a rate of 1% per month if paid after the quarterly due date.

ITEM 5: Processing Fee (If Applicable).

ITEM 6: Balance due with return (add lines 3, 4 & 5)

ITEM 7: Enter the month, day, year for period ended. MM/DD/YY.

ITEM 8: Total number of pages with this return

ITEM 9: Total number of employees listed.

ITEM 10: Employee's FULL Social Security Number

ITEM 11: Employee's FULL Name & Address.

ITEM 12: Total Gross Compensation paid to Employee for this Quarter.

ITEM 13: Total Earned Income Tax Withheld - 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 14: EMPLOYEE'S RESIDENT PSD CODE.

Include Total Taxable Gross Wages and Earned Income Tax Withheld on the page. Note: if the return is more than one page, Item 3 should equal the sum of every Item 13.

NOTIFICATION OF AVAILABILITY OF DISCLOSURE STATEMENT FOR LOCAL TAXPAYER BILL OF RIGHTS - 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 Capital Tax Collection Bureau's Perry County Office at (717) 957-7281 during the hours of 7 a.m. – 4:15 p.m., Monday-Thursday CLOSED Friday.