

Logging in to use the PALite - Employer Online Filing System



Employer Online Filing

Convenient • Simple • Secure

Notice:
This is a private application for use only by authorized individuals. Unauthorized use or attempted access to this application is prohibited. All actions within the application are tracked and monitored.

Employer/Processor Login

Step 1: Choose your collector

- Capital Tax Collection Beta
- Hollidaysburg Collector Beta
- Lancaster County Tax Collection Beta
- Pennsylvania Municipal Service Company Beta
- Test Tax Collector Beta
- West Shore Tax Beta
- York Adams Tax Beta

Step 2: Enter your EIN

Your EIN: 23-1027111

[Continue](#)

Select the proper Collector and enter your federal EIN.

User Login Validation

Test Tax Collector Beta
231027111

Step 3: Enter your login information

User Name:

Password:

[forgot my password](#)

[Log In](#)

Continue by entering the User Name and Password provided by your collector.

You must accept the following e-Signature Agreement to continue:

Please read the below listed terms. If you agree with the terms and conditions set forth below, click on the "I Agree" button.

By clicking on the "I Agree" button below, I:

- Agree to conduct transaction by electronic means with the Commonwealth of Pennsylvania and hereby apply for a User ID and password will be my electronic record or transaction, they will be attributed to me, I must keep them secure. I will not disclose my User ID and password to another person, and I will not allow another person to gain access to my User ID and password;
- Agree that the laws of the Commonwealth of Pennsylvania will apply to all electronic transactions with the West Shore Tax Bureau;
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

I declare under penalty of perjury that all of the information I have provided on this form is true, correct and complete. I acknowledge that false statements on this form are punishable pursuant to 18 Pa.C.S.A. §4904 (unsworn falsification to authorities).

:325325
0272-135

[CANCEL](#) [I AGREE](#)

Click I Agree to continue.

PALite is now offering a way to help you recover your password if it is forgotten. Providing your e-mail address allows us to offer this and future e-mail based services to you.

Please take a moment and provide your email address so we may continue to expand our services to you.

NOTE: Providing your e-mail address is optional and does not affect your login.

EMAIL ADDRESS

User Name:

Email Address:

[Update Email](#)

On first login, you will be asked to provide an email address. While entry is optional, your email address will allow you to reset your own forgotten password. Click Update Email to move to Home page.

Home Page



The menu at left lists all options.

Employer Online Filing

Collector Beta • 156 N Geo St • York PA • 17401 • 7175551212

agraf
[Logout](#)

- QED Employer**
EIN: 231027111
Account: unspecified
- EMPLOYER HOME**
- Important News**
- TAX FUNCTIONS**
- [File A Tax Return](#)
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- NAVIGATION**
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- HELP**
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 - [Terms of Use](#)

EMPLOYER HOME

Important News

- The online filing website was financed, in part, by a grant from the Commonwealth of Pennsylvania, Department of Community and Economic Development.
- Employers are required to file employee withholding details quarterly for Earned Income Tax (EIT) and Local Services Tax (LST). Use this PALITE.ORG service to upload or manually enter the data. You may also submit an online payment via an ACH transfer from your checking or savings account.

Instructions For Use

- Use "File a Tax Return" to file a weekly, monthly, quarterly, or annual tax return (details and/or payment). Note that your annual W2 filing will be entered as an EIT Annual detail filing.
- If you withheld NO taxes for the quarter, you can file the required quarterly return online. Use the "File a Tax Return" page and enter \$0 when prompted for Tax Withheld.
- After filing payment or detail, you may login and use "View Return Status" link at left to see what status your return is. After a return is processed by the collector, the accept or reject status will be shown effective date for a payment to be accepted or rejected. During high volume periods, it may take more time for a return to be processed.
- "View Filing History" to list deleted returns and returns processed more than 60 days ago.

Choose one. Simple step-by-step instructions will appear on the next page.

- File an EIT or LST employee detail return AND the required payment**
Using this option can save you time. You will first upload the details of withholdings from your employees, then supply your banking information to complete the return and payment at the same time.
- File EIT or LST payment only**
Select this option if you do not intend to supply employee details at this time. You might use this option if you are making a monthly payment, but plan to supply your details at the end of the quarter. If no taxes were withheld, use this option to file the required return; you will enter \$0 for Tax Withheld.
- File only EIT or LST employee withholding details**
By selecting this option, you will submit the details of withholdings from your employees. You may upload a file or key in the information. You can file your payment at a later date.

[Start](#)

Preferred Option

Click Here To Start A Return

Click "File a Tax Return" or the big green button to proceed with a tax filing.

Preferred Option: File Both Employee Details AND Required Payment

Filing your employee detail and payment

1. Submit detail for your employees
2. Save your data to Excel (optional)
3. File the payment for your return
4. Print Your Receipt



After choosing your EIT or LST tax collection account, you will follow these steps:

Step 1 - Input Details to the Secure Server (Two Methods): Confirm Totals and Submit Details to the Tax Collector

- **UPLOAD A RETURN**, which consists of a file you've already prepared. Use either the [local Excel format specifications](#) or the [federal \(EFW2\) format](#).
- OR
- **MANUALLY ENTER A RETURN** by typing in employee and withholding information.

Step 2 - Save a Copy of the Details to Excel (Optional)

Step 3 - Submit Bank Information for Payment Corresponding to the Details You've Provided

The system calculates the payment amount from the total withholdings you've entered, along with any penalty & interest for late filings. You will enter the bank name, routing number, and your checking or savings account number to make payment.

Step 4 - Print Your Payment Receipt with Confirmation Number



Click here and the wizard walks you through the steps. A check mark appears in the image at the top of page when a step is completed.

File the EIT or LST Employee Withholding Details

SELECT TYPE OF EMPLOYEE DETAILS AND YOUR ENTRY METHOD

What type of tax are you filing?

Do these detail records accompany a regularly scheduled payment?
 If so, what is the frequency of your payment?
 OR

If this is your EIT year-end filing, please choose "Annual".

Select the Tax Year:

To which Quarter does the payment apply?

Select the Entry Method:

- Upload Electronic File
- Upload Electronic File
- Manual Entry [Click here to select another account](#)

Specify the type of return you are filing.

- W2's may be filed as an EIT "Annual" employee detail return.
- In TY 2011, employers are encouraged to file employee detail along with each periodic payment.

Method 1: Upload an Excel or EFW2 file

UPLOAD YOUR RETURN

File Type: EIT - Earned Income Tax
 Tax Year: 2010
 Occurrence: Quarterly
 Quarter: Fourth

Step 1 - Prepare and save your employee withholding records in a file on your computer if you haven't already done so. Use the [Local Format Specifications](#) for an Excel file or the [federal \(EFW2\) format](#). Your file must include data for a single tax year.

Step 2 - Select the format of the file you want to upload.

Step 3 - Enter the full path of the file you would like to upload, or click the Browse button to select the file from your computer.
 U:\A\Graf\EIT test files\acct 42 EIT Test 2010 10 emp.xlsx

Step 4 - Click the Upload File button. If any errors are found in the file, they will be displayed below.

Locate the file you've prepared for upload, then click "Upload File."

If file uploaded without error, and summary of records appears as expected, click "**Submit**" to alert collector that your details are available to process.

UPLOAD CONFIRMATION

Your file was uploaded successfully. Please confirm the following:
 File uploaded: acct 42 EIT Test 2010 10 emp.xlsx
 Number of Employees in return: 10
 Total Wages: \$420,045.00
 Total Tax Withheld: \$5,000.00

If the above details are correct, click on the 'Submit' button to indicate to the tax collector that the file is ready to process. If the above details are not correct, click on the 'Delete' button to remove this uploaded file from the system. Check and correct the file on your computer, then try the upload again.

Method 2: Manually Enter Employee Details

MANUALLY FILE YOUR RETURN

File Type: EIT - Earned Income Tax
 Occurrence: Quarterly
 Tax Year: 2010
 Quarter: Fourth

Enter information for one employee on each row. All fields are required except Middle Initial.
[District Code \(PSD\) listing in PDF form](#)

SSN (9)	First Name (15 Characters)	Middle (1)	Last Name (22 Characters)	Address (22 Characters)	City (22 Characters)	State (2)	Zip Code (9)	Gross Wages (999.99)
111900004	DON	D	DAVIS					
Employee Count: 3								Totals: \$40,879.95 \$408.79

Information has been saved for:

Last	First	MI
ADAMS	ARTHUR	A
BAKER	BETHANN	B
CARTER	CURT	C

Type data for up to 5 employees at a time. Review for accuracy, and then click "Save Entered Data."

Each time you Save Entered Data, names are added to the scroll list below, and the Employee Count and Totals are updated. Continue to add more employee rows as needed, and save each time you fill the screen.

When you have saved all employee data and agree with the Employee Count and Total Tax Withheld, click "**Submit this return to the collector**".

Create a Copy of Employee Details, if you wish

You have the option to save a copy of your filing to an Excel file before continuing to File Payment.

1. Submit detail for your employees
2. Save your data to Excel (optional)
3. File the payment for your return
4. Print Your Receipt



At this point, you have one opportunity to save a copy of the filing just submitted. You should save a copy:

- As a receipt

OR

- To use as the basis of your next filing. The employee names, addresses, and social security numbers just submitted will **not** be retained on this website for you to access next period. In particular, if you entered the employee detail manually, you are encouraged to save the employee detail return to an Excel file. Next period, you may use Microsoft Excel or the free OpenOffice Calc program to update the file with accurate wages/withholdings, which you then can simply upload to this website.

TO SAVE A COPY OF YOUR FILING:

1. Click the **Save to Excel** button below.
2. When prompted to Open or Save, click **Save**.
3. Browse to the folder where you wish to save your copy.
4. Leave the "Save as type" set to "Microsoft Excel Worksheet" to ensure compatibility between your system and the tax collector's.
5. Click Save.

Save To Excel

Click Here To File Your Payment

File EIT or LST Payment

When filing details and payment together, the system calculates the Number of Employees and Tax Withheld from the details. Penalty and Interest are calculated if the payment is late.

OR

You may have chosen to File EIT or LST Payment ONLY (for example, if making the required filing *when no tax was withheld*). Read the overview, then make selections and enter info as the wizard walks you through 4 steps of the Payment.

1. Submit detail for your employ
2. Save your data to Excel (optional)
3. File the payment for your return
4. Print Your Receipt

Number of Employees Reported:
 Tax Withheld from Employees:
 Penalty Due:
 Interest Due:

Click here to continue

PAYMENT RETURN (1 OF 4)
 Step 1 - Select the Tax Type, Payment Occurrence, Tax Year and Quarter you are filing for.

QED Employer
 EIN: 231027111
 Account: QED ACCTS (0000000042)

What type of tax are you filing?

What is the frequency of your payment?

Select the Tax Year:

To which Quarter does the payment apply?

Did you select the wrong account? [Click here to sel](#)

Go to Employer Home

Continue

PAYMENT RETURN (2 OF 4)

Step 2 - Enter payment details.

Number of Employees Reported:
 Tax Withheld from Employees:
 Penalty Due:
 Interest Due:

Previous Step

Continue

PAYMENT RETURN (3 OF 4)

Step 3 - Choose payment method.

- No Payment is Due
 Pay Directly Online VIA ACH from Checking or Savings

ACH Payment Info

Account Type:
 Bank Name:
 Routing #:
 Account #:
 Retype Account #:
 Effective Date:

Previous Step

Continue

Enter requested information and click "Submit Payment" on the last payment step.

PAYMENT RETURN (4 OF 4)

Step 4 - Confirm payment details and submit payment to collector.

Tax Type:
 Tax Year:
 Quarter:
 Tax Withheld:
 Penalty Due:
 Interest Due:
 Total Payment Amount:

Payment Method:

ACH Account Type:
 ACH Bank Name:
 ACH Routing #:
 ACH Account #:
 ACH Effective Date:

If you intend to file online in the future, you can indicate that paper forms are no longer needed.

Continue To Mail Payment Coupons?

- Do Not Mail Future Payment Coupons To Me
 Please Continue To Mail Payment Coupons To Me

Previous Step

Submit Payment

View Return Status

RETURN STATUS

Instructions for use
 Click a black arrowhead to show/hide return details. An empty arrowhead indicates there is no further detail to show. Click a check box to select a return. Click it again to clear the checkmark.

Returns Not Yet Submitted To Collector:

Submit your return to the collector within 48 hours after the creation date shown below. Otherwise, the system will automatically delete your inactive return. You may add more records to an unsubmitted Manual Entry. To add more data before submitting, choose File Employee Detail Return (under TAX FUNCTIONS at left).

▼ EIT
 ▶ 11/02/2009 11:54:08AM
 ▶ LST

Returns Submitted to Collector:

You can withdraw a submitted return by deleting it from the list below. Allow 2-4 business days for the collector to retrieve the return after you submit it.

▼ EIT
 ▶ 11/02/2009 11:40:58AM
 ▶ 11/02/2009 11:46:08AM
 ▶ LST

Returns Retrieved by Collector:

You should check back after 2-4 business days to check if your return has been accepted.

▼ EIT
 ▶ 10/28/2009 01:46:32PM
 ▶ LST

Returns Processed by Collector:

Be sure to Submit uploaded files or manually entered returns to complete your filing. Or, delete inaccurate returns that you don't want to submit to the collector.

The collector is notified that your return is available online.

The collector has downloaded your return from the secure server and will load it into their in-house system.

The collector has finished processing your return and indicates whether it was accepted or rejected. Rejected returns must be redone and submitted again.

Login anytime and check this page for status info. Your return will be listed in one of four categories.

View Filing History

QED Employer
 EIN: 231027111
 Account: unspecified

TAX FUNCTIONS
[File A Tax Return](#)
[View Return Status](#)
[View Filing History](#)

NAVIGATION
[Home](#)
[Switch Account](#)
[Main PALite Site](#)

OTHER OPTIONS
[Change Password](#)
[Manage User\(s\)](#)
[Manage Account\(s\)](#)

HELP
[FAQ](#)
[How Do I...](#)
[e-Signature Agreement](#)
[Terms of Use](#)

FILING HISTORY

Processed Returns:

Accepted Returns:
 ▶ EIT
 ▶ LST

Rejected Returns:
 ▶ EIT
 ▶ LST

Returns Deleted by Employer:

▶ EIT
 ▶ LST

Returns Deleted Due to Inactivity:

▶ EIT
 ▶ LST

Returns That Failed to Upload:

▶ EIT
 ▶ LST

This screen will show a history of all activity conducted in the online filing system, including:

- submitted returns that completed the full cycle of processing by the collector
- returns that you uploaded or started to type, but then deleted without submitting
- inactive returns not submitted within 48 hours of their creation
- failed upload attempts

Click any black arrowhead to expand the contents of that category.