

## EMPLOYER LOCAL EARNED INCOME TAX \_\_\_\_\_ PACKET

Attached are the instructions and the EMPLOYER QUARTERLY RETURN to be submitted for your Local Earned Income Tax Withholdings and ANNUAL RECONCILIATION form. You **MUST** complete a return for **EACH WORKSITE LOCATION**. **Please make additional copies for subsequent filings this year if you choose to and meet the requirements to file by paper.**

**Act 32 requires all employers to submit the following information on all filings:**

**EMPLOYEE'S FULL SOCIAL SECURITY NUMBER, FULL NAME AND FULL ADDRESS**  
**GROSS WAGES AND LOCAL EARNED INCOME TAX WITHHELD FOR THE QUARTER**  
**THE RESIDENT PSD CODE AND WORKSITE PSD CODE**

*Effective January 1, 2016 all employers with 26 or more employees are required to file online* using CTCB's Employer E-Filing system, located at **WWW.CAPTAX.COM**, to file the quarterly returns of employee detail. Failure to file online will result in a processing fee of \$50.00 for the 1<sup>st</sup> quarter and \$100.00 processing fee for each subsequent quarter not filed online. In addition, the Employer E-Filing system will accept your monthly and quarterly tax deposits via ACH. Payments may also be made by check. You must print the voucher to submit with your paper check. The E-Filing system offers greater convenience and security than paper filing.

If you are not currently an E-filer and need to register as an E-Filing Employer please go to our website, **WWW.CAPTAX.COM**. For step by step Employer Online Filing Instructions, click on the EMPLOYER TAB and scroll to EARNED INCOME TAX INFORMATION FOR EMPLOYERS to review or download the instructions. Click on the link right above the instructions to be taken to the Employer Online Filing page. Fill out the registration information requested and submit. After our office reviews and approves your submission, an email will be sent to you with a link for you to choose your password. This link is active for only 72 hours. If you have any questions, please contact our office at **717-957-7281** and ask for the Employer Department. Please feel free to call our office with any questions regarding electronic filing.

Thank you,

### **Capital Tax Collection Bureau**

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