



**2016 PENNSYLVANIA SALES, USE, HOTEL OCCUPANCY TAX RETURNS,
TAX PERIODS AND ADMINISTRATIVE DUE DATES**

MONTHLY FILERS		QUARTERLY FILERS		SEMI-ANNUAL FILERS	
<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>	<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>	<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>
01/31/2016	02/22/2016	03/31/2016	04/20/2016	06/30/2016	08/22/2016
02/29/2016	03/21/2016	06/30/2016	07/20/2016	12/31/2016	02/21/2017
03/31/2016	04/20/2016	09/30/2016	10/20/2016		
04/30/2016	05/20/2016	12/31/2016	01/20/2017		
05/31/2016	06/20/2016				
06/30/2016	07/20/2016				
07/31/2016	08/22/2016				
08/31/2016	09/20/2016				
09/30/2016	10/20/2016				
10/31/2016	11/21/2016				
11/30/2016	12/20/2016				
12/31/2016	01/20/2017				

MONTHLY FILERS with PRE-PAYMENT REQUIREMENT	
<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>
01/31/2016	01/20/2016
02/29/2016	02/22/2016
03/31/2016	03/21/2016
04/30/2016	04/20/2016
05/31/2016	05/20/2016
06/30/2016	06/20/2016
07/31/2016	07/20/2016
08/31/2016	08/22/2016
09/30/2016	09/20/2016
10/31/2016	10/20/2016
11/30/2016	11/21/2016
12/31/2016	12/20/2016

Electronic Funds Transfer (EFT) Change – Taxpayers remitting payments of \$1,000 or more are required to remit using an approved electronic funds transfer (EFT) method.

Monthly Returns with Prepayment Obligations – Each sales/use tax licensee whose actual tax liability for the third calendar quarter of the preceding year is \$25,000 but less than \$100,000 must pay 50 percent of the tax liability for the same month of the preceding calendar year or remit at least 50 percent of the actual tax liability required to be reported for the same month in the current year.

Businesses remitting \$100,000 or more for the third calendar quarter of the preceding year must remit 50 percent of the tax liability due for the same month of the preceding year. Prepayments are due by the 20th of the current month, and returns for the period are due on or by the 20th of the month.

File electronically using e-TIDES at



See reverse side for electronic filing instructions.

TO FILE ONLINE:

First time e-TIDES users must first register at www.etides.state.pa.us, creating a User ID and Password.

Step One

- Select "Enter e-TIDES".
- Select "Register", located at the bottom of the page.
- Select "I Agree" to the e-Signature Agreement to create your User ID and Password.

Write your User ID and Password below and keep them in a secure location.

Step Two

- Select "Register Enterprise" from the left navigation.
- Choose your tax type and select "Next".
- Select "I Agree" to the agreement.
- Enter a combination of two of the following account identifiers: Account ID number, 10-digit Revenue ID number or Entity ID number, then select the type of entity from the drop-down box and select "Next".

Additional Online help

- For instructions and other information, select "Instructions" from the left navigation of the e-TIDES screen.
- Visit the E-TIDES Online Demonstration.
- Access the Online Customer Service Center at www.revenue.pa.gov.

User ID _____

Password _____

IMPORTANT: Keep User ID and Password in a secure location.

TO FILE OVER THE TELEPHONE:

Call the Business Tax TeleFile number: 1-800-748-8299

All filers (monthly, quarterly and semiannual) will need to provide the following information:

- 8-digit PA Sales Tax Account ID Number
- 9-digit Entity ID (EIN or SSN associated with sales tax number) or 10-digit Revenue ID
- 8-digit tax period end date (See reverse side.)
- Gross PA sales
- Net taxable PA sales
- Amount of PA sales tax collected
- Amount of use tax due – if any
- Amount of E-911 fees – if any
- Any applicable credits – (TPPR/other)
- Any previous payments (pre-payments)
- Corresponding amounts for Philadelphia and/or Allegheny Counties (if applicable)
- Banking information (ABA routing number, bank account number, bank account type) for ACH debit (Please confirm this information with your financial institution)

A confirmation number will be provided as proof of filing. Please keep this number for future reference.

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