



## 2017 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>
01/31/2017	02/21/2017	03/31/2017	04/20/2017	06/30/2017	08/21/2017
02/28/2017	03/20/2017	06/30/2017	07/20/2017	12/31/2017	02/20/2018
03/31/2017	04/20/2017	09/30/2017	10/20/2017		
04/30/2017	05/22/2017	12/31/2017	01/22/2018		
05/31/2017	06/20/2017				
06/30/2017	07/20/2017				
07/31/2017	08/21/2017				
08/31/2017	09/20/2017				
09/30/2017	10/20/2017				
10/31/2017	11/20/2017				
11/30/2017	12/20/2017				
12/31/2017	01/22/2018				

MONTHLY FILERS with PRE-PAYMENT REQUIREMENT	
<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>
01/31/2017	01/20/2017
02/28/2017	02/21/2017
03/31/2017	03/20/2017
04/30/2017	04/20/2017
05/31/2017	05/22/2017
06/30/2017	06/20/2017
07/31/2017	07/20/2017
08/31/2017	08/21/2017
09/30/2017	09/20/2017
10/31/2017	10/20/2017
11/30/2017	11/20/2017
12/31/2017	12/20/2017

**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](http://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](http://www.revenue.pa.gov).

User ID \_\_\_\_\_

Password \_\_\_\_\_

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

## TO FILE OVER THE TELEPHONE, CALL TELEFILE AT 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.

File electronically using e-TIDES at

