

2009 PERIOD ENDING AND ADMINISTRATIVE DUE DATES FOR THE REMITTANCE OF EMPLOYER WITHHOLDING TAX AND FILING OF QUARTERLY RETURNS AND W-2 FORMS

SEMI-MONTHLY FILERS Period End Date – 15th and last day of month		MONTHLY FILERS Period End Date - last day of the month	MONTHLY AND SEMI-MONTHLY FILERS	QUARTERLY FILERS Period End Date - last day of March, June, September and December	ALL FILERS
<u>Due Dates PA-501</u>		<u>Due Dates PA-501</u>	<u>Due Dates W-3</u>	<u>Due Dates PA-501/W3</u>	<u>Due Date W-2</u>
01/21/2009	07/20/2009	02/17/2009	04/30/2009	04/30/2009	01/31/2010
02/04/2009	08/05/2009	03/16/2009	07/31/2009	07/31/2009	
02/19/2009	08/19/2009	04/15/2009	11/02/2009	11/02/2009	
03/04/2009	09/03/2009	05/15/2009	02/01/2010	02/01/2010	
03/18/2009	09/18/2009	06/15/2009			
04/03/2009	10/05/2009	07/15/2009			
04/20/2009	10/20/2009	08/17/2009			
05/05/2009	11/04/2009	09/15/2009			
05/20/2009	11/18/2009	10/15/2009			
06/03/2009	12/03/2009	11/16/2009			
06/18/2009	12/18/2009	12/15/2009			
07/06/2009	01/06/2010	02/01/2010			

File electronically using e-TIDES at



See reverse side for filing instructions.

TO FILE OVER THE INTERNET:

First time e-TIDES users, a one time two-step registration process is necessary.

Go to www.etides.state.pa.us to begin and create 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" on the left side bar
- Choose your tax type and select Next
- Select "I Agree" to the Agreement
- Enter your Account Number, Entity ID and Type of Entity ID, select Next
- Select "File" at the bottom and begin using e-TIDES

Additional On-line help

- For Quick Step Setup instructions and other information, select Instructions on the left side bar of the e-TIDES screen
- E-TIDES Online Demonstration Site
- Online Customer Service Center at www.revenue.state.pa.us

*USER ID _____

*PASSWORD _____

IMPORTANT: Keep USER ID and PASSWORD information in a secure location

TO FILE OVER THE TELEPHONE, CALL TELEFILE AT: 1-800-748-8299

All filers (Semi-monthly, Monthly, and Quarterly) will need to provide the following information:

- 8-digit PA Employer Withholding Account ID Number
- 9-digit Entity ID (EIN, SSN or number issued by the PA Department of Revenue)
- 8-digit Tax **Period End Date** (see reverse side)

If making a payment (501 Deposit):

- Total Compensation subject to PA Tax is NOT required to make a payment (501 Deposit)
- If no PA tax was withheld, no payment transaction (501 Deposit) is required
- Semi-monthly and Monthly filers will need the Total Amount of PA Tax Withheld for the Tax Period Total
- Banking information (routing number, account number, and account type)

If filing a Quarterly Reconciliation (W3):

- Total Compensation subject to PA Tax for the quarter
- Total Amount of PA Tax Withheld per period (Semi-monthly and Monthly filers only)
- Total Amount of PA Tax Withheld for the quarter
- Total Deposits for the quarter (including verified overpayments)

If filing an Annual Reconciliation (W-2 Transmittal):

- Total Number of individual W-2s (maximum of 10)
- Total Compensation Subject to PA Tax for each quarter
- Total PA Income Tax Withheld for each quarter
- 9-digit SSN, Total PA Compensation, and Total PA Income Tax withheld for each W-2
- 8-digit Tax **Period End Date** (see reverse side)

A confirmation number will be received as proof of filing. Please record this number for future reference.