



## 2016 PERIOD ENDING AND ADMINISTRATIVE DUE DATES FOR THE REMITTANCE OF EMPLOYER WITHHOLDING AND FILING OF QUARTERLY RETURNS AND W-2 FORMS

<b>SEMI-MONTHLY FILERS</b> Period End Date - 15th and last day of month  Due Dates PA-501	<b>MONTHLY FILERS</b> Period End Date - last day of month  Due Dates PA-501	<b>MONTHLY, SEMI-MONTHLY AND SEMI-WEEKLY FILERS</b>  Due Dates W-3	<b>QUARTERLY FILERS</b> Period End Date - last day of March, June, September and December  Due Dates PA-501/W3	<b>ALL FILERS</b>  Due Date W-2
01/21/2016    07/20/2016	02/16/2016	05/02/2016	05/02/2016	01/31/2017
02/03/2016    08/03/2016	03/15/2016	08/01/2016	08/01/2016	
02/18/2016    08/18/2016	04/18/2016	10/31/2016	10/31/2016	
03/03/2016    09/06/2016	05/16/2016	01/31/2017	01/31/2017	
03/18/2016    09/20/2016	06/15/2016			
04/05/2016    10/05/2016	07/15/2016			
04/20/2016    10/19/2016	08/15/2016			
05/04/2016    11/03/2016	09/15/2016			
05/18/2016    11/18/2016	10/17/2016			
06/03/2016    12/05/2016	11/15/2016			
06/20/2016    12/20/2016	12/15/2016			
07/06/2016    01/05/2017	01/31/2017			

### 2016 SEMI-WEEKLY ADMINISTRATIVE DUE DATES

	1st QUARTER 2016 Period Ending 03/31/2016		2nd QUARTER 2016 Period Ending 06/30/2016		3rd QUARTER 2016 Period Ending 09/30/2016		4th QUARTER 2016 Period Ending 12/31/2016	
	Payroll Date	Due Date						
1	Jan 1	Jan 6	Apr 1	Apr 6	Jul 1	Jul 6	Oct 1-4	Oct 7
2	Jan 2-5	Jan 8	Apr 2-5	Apr 8	Jul 2-5	Jul 8	Oct 5-7	Oct 12
3	Jan 6-8	Jan 13	Apr 6-8	Apr 13	Jul 6-8	Jul 13	Oct 8-11	Oct 14
4	Jan 9-12	Jan 15	Apr 9-12	Apr 18	Jul 9-12	Jul 15	Oct 12-14	Oct 19
5	Jan 13-15	Jan 20	Apr 13-15	Apr 20	Jul 13-15	Jul 20	Oct 15-18	Oct 21
6	Jan 16-19	Jan 22	Apr 16-19	Apr 22	Jul 16-19	Jul 22	Oct 19-21	Oct 26
7	Jan 20-22	Jan 27	Apr 20-22	Apr 27	Jul 20-22	Jul 27	Oct 22-25	Oct 28
8	Jan 23-26	Jan 29	Apr 23-26	Apr 29	Jul 23-26	Jul 29	Oct 26-28	Nov 2
9	Jan 27-29	Feb 3	Apr 27-29	May 4	Jul 27-29	Aug 3	Oct 29-31 - Nov 1	Nov 4
10	Jan 30-31 - Feb 1-2	Feb 5	Apr 30 - May 1-3	May 6	Jul 30-31 - Aug 1-2	Aug 5	Nov 2-4	Nov 9
11	Feb 3-5	Feb 10	May 4-6	May 11	Aug 3-5	Aug 10	Nov 5-8	Nov 14
12	Feb 6-9	Feb 12	May 7-10	May 13	Aug 6-9	Aug 12	Nov 9-11	Nov 16
13	Feb 10-12	Feb 17	May 11-13	May 18	Aug 10-12	Aug 17	Nov 12-15	Nov 18
14	Feb 13-16	Feb 19	May 14-17	May 20	Aug 13-16	Aug 19	Nov 16-18	Nov 23
15	Feb 17-19	Feb 24	May 18-20	May 25	Aug 17-19	Aug 24	Nov 19-22	Nov 28
16	Feb 20-23	Feb 26	May 21-24	May 27	Aug 20-23	Aug 26	Nov 23-25	Nov 30
17	Feb 24-26	Mar 2	May 25-27	Jun 1	Aug 24-26	Aug 31	Nov 26-29	Dec 2
18	Feb 27-29 - Mar 1	Mar 4	May 28-31	Jun 3	Aug 27-30	Sep 2	Nov 30 - Dec 1-2	Dec 7
19	Mar 2-4	Mar 9	Jun 1-3	Jun 8	Aug 31 - Sep 1-2	Sep 7	Dec 3-6	Dec 9
20	Mar 5-8	Mar 11	Jun 4-7	Jun 10	Sep 3-6	Sep 9	Dec 7-9	Dec 14
21	Mar 9-11	Mar 16	Jun 8-10	Jun 15	Sep 7-9	Sep 14	Dec 10-13	Dec 16
22	Mar 12-15	Mar 18	Jun 11-14	Jun 17	Sep 10-13	Sep 16	Dec 14-16	Dec 21
23	Mar 16-18	Mar 23	Jun 15-17	Jun 22	Sep 14-16	Sep 21	Dec 17-20	Dec 23
24	Mar 19-22	Mar 25	Jun 18-21	Jun 24	Sep 17-20	Sep 23	Dec 21-23	Dec 28
25	Mar 23-25	Mar 30	Jun 22-24	Jun 29	Sep 21-23	Sep 28	Dec 24-27	Dec 30
26	Mar 26-29	Apr 1	Jun 25-28	Jul 1	Sep 24-27	Sep 30	Dec 28-30	Jan 4, 2017
27	Mar 30-31	Apr 6	Jun 29-30	Jul 6	Sep 28-30	Oct 5	Dec 31	Jan 6, 2017

**See reverse side for electronic filing instructions.**

## TO FILE ONLINE:

First time e-TIDES users must 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 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 and Entity ID number, select the type of entity from the drop-down box, then 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 your User ID and Password in a secure location.

**Electronic Funds Transfer (EFT) Change** – Effective Jan. 1, 2014, taxpayers remitting payments of \$1,000 or more are required to remit using an approved electronic funds transfer (EFT) method.

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

All filers (semi-monthly, semi-weekly, 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 10-digit Revenue ID;
- 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.
- If no PA tax was withheld, no payment transaction is required.
- Semi-monthly, semi-weekly 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) is required.

If filing a Quarterly Reconciliation (W3), you will need to provide the following:

- Total compensation subject to PA tax for the quarter;
- Total amount of PA tax withheld per period (semi-monthly, semi-weekly and monthly filers only);
- Total amount of PA tax withheld for the quarter; and
- Total deposits for the quarter (including verified overpayments).

If filing an Annual Reconciliation (W-2 Transmittal) you will need to provide the following:

- 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; and
- 8-digit tax period end date (see reverse side).

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

File electronically using e-TIDES at

