# 2012 Period Ending and Administrative Due Dates for the Remittance of Employer Withholding and Filing of Quarterly Returns and W-2 Forms

## SEMIMONTHLY FILERS
- **Period End Date**: 15th and last day of month
- **Due Dates PA-501**: 01/19/2012, 02/03/2012, 02/21/2012, 03/05/2012, 03/20/2012, 04/04/2012, 05/03/2012, 05/18/2012, 06/05/2012, 06/20/2012, 07/05/2012
- **Due Dates PA-501/W3**: 01/19/2012, 02/03/2012, 02/21/2012, 03/05/2012, 03/20/2012, 04/04/2012, 05/03/2012, 05/18/2012, 06/05/2012, 06/20/2012, 07/05/2012

## MONTHLY FILERS
- **Period End Date**: last day of month
- **Due Dates PA-501**: 02/15/2012, 03/15/2012, 04/17/2012, 05/15/2012, 06/15/2012, 07/16/2012, 08/15/2012, 09/17/2012, 10/15/2012, 11/15/2012, 12/17/2012, 01/31/2013

## MONTHLY, SEMIMONTHLY AND SEMIWEEKLY FILERS
- **Due Dates W-3**: 04/30/2012, 07/31/2012, 10/31/2012, 01/31/2013

## QUARTERLY FILERS
- **Period End Date**: last day of March, June, September and December
- **Due Dates PA-501**: 04/30/2012, 07/31/2012, 10/31/2012, 01/31/2013

## ALL FILERS
- **Due Date W-2**: 01/31/2013

### 2012 SEMIWEEKLY ADMINISTRATIVE DUE DATES

<table>
<thead>
<tr>
<th>Payroll Date Ending</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>01/01/2012</td>
<td>01/04/2013</td>
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<td>01/02/2012</td>
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<td>01/06/2012</td>
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<tr>
<td>01/07/2012</td>
<td>01/04/2013</td>
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</tbody>
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See reverse side for electronic filing instructions.
TO FILE ONLINE:
First time e-TIDES users must 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 your account number, Entity ID and type of Entity ID, then select "Next".
- Select "File" at the bottom and begin using e-TIDES.

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.state.pa.us.

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 (Semimonthly, semiweekly, 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.
- If no PA tax was withheld, no payment transaction is required.
- Semimonthly, semiweekly 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 (Semimonthly, semiweekly 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
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