pennsylvania
DEPARTMENT OF REVENUE

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		MONTHLY FILERS Period End Date - last day of month Due Dates PA-501	MONTHLY, SEMIMONTHLY AND SEMIWEEKLY FILERS Due Dates W-3	QUARTERLY FILERS Period End Date - last day of March, June, September and December Due Dates PA-501/W3	ALL FILERS Due Date W-2
01/19/2012	07/18/2012	02/15/2012	04/30/2012	04/30/2012	01/31/2013
02/03/2012	08/03/2012	03/15/2012	07/31/2012	07/31/2012	
02/21/2012	08/20/2012	04/17/2012	10/31/2012	10/31/2012	
03/05/2012	09/06/2012	05/15/2012	01/31/2013	01/31/2013	
03/20/2012	09/19/2012	06/15/2012			
04/04/2012	10/03/2012	07/16/2012			
04/18/2012	10/18/2012	08/15/2012			
05/03/2012	11/05/2012	09/17/2012			
05/18/2012	11/20/2012	10/15/2012			
06/05/2012	12/05/2012	11/15/2012			
06/20/2012	12/19/2012	12/17/2012			
07/05/2012	01/04/2013	01/31/2013			

2012 SEMIWEEKLY ADMINISTRATIVE DUE DATES

	1st QUARTER 2012 Period Ending 03/31/2012		2nd QUARTER 2012 Period Ending 06/30/2012		3rd QUARTER 2012 Period Ending 09/30/2012		4th QUARTER 2012 Period Ending 12/31/2012	
	Payroll Date	Due Date	Payroll Date	Due Date	Payroll Date	Due Date	Payroll Date	Due Date
1	Jan 1-3	Jan 6	Apr 1-3	Apr 6	Jul 1-3	Jul 6	Oct 1-2	Oct 5
2	Jan 4-6	Jan 11	Apr 4-6	Apr 11	Jul 4-6	Jul 11	Oct 3-5	Oct 10
3	Jan 7-10	Jan 13	Apr 7-10	Apr 13	Jul 7-10	Jul 13	Oct 6-9	Oct 12
4	Jan 11-13	Jan 18	Apr 11-13	Apr 18	Jul 11-13	Jul 18	Oct 10-12	Oct 17
5	Jan 14-17	Jan 20	Apr 14-17	Apr 20	Jul 14-17	Jul 20	Oct 13-16	Oct 19
6	Jan 18-20	Jan 25	Apr 18-20	Apr 25	Jul 18-20	Jul 25	Oct 17-19	Oct 24
7	Jan 21-24	Jan 27	Apr 21-24	Apr 27	Jul 21-24	Jul 27	Oct 20-23	Oct 26
8	Jan 25-27	Feb 1	Apr 25-27	May 2	Jul 25-27	Aug 1	Oct 24-26	Oct 31
9	Jan 28-31	Feb 3	Apr 28-30 - May 1	May 4	Jul 28-31	Aug 3	Oct 27-30	Nov 2
10	Feb 1-3	Feb 8	May 2-4	May 9	Aug 1-3	Aug 8	Oct 31 – Nov 1-2	Nov 7
11	Feb 4-7	Feb 10	May 5-8	May 11	Aug 4-7	Aug 10	Nov 3-6	Nov 9
12	Feb 8-10	Feb 15	May 9-11	May 16	Aug 8-10	Aug 15	Nov 7-9	Nov 14
13	Feb 11-14	Feb 17	May 12-15	May 18	Aug 11-14	Aug 17	Nov 10-13	Nov 16
14	Feb 15-17	Feb 22	May 16-18	May 23	Aug 15-17	Aug 22	Nov 14-16	Nov 21
15	Feb 18-21	Feb 24	May 19-22	May 25	Aug 18-21	Aug 24	Nov 17-20	Nov 26
16	Feb 22-24	Feb 29	May 23-25	May 30	Aug 22-24	Aug 29	Nov 21-23	Nov 28
17	Feb 25-28	Mar 2	May 26-29	Jun 1	Aug 25-28	Aug 31	Nov 24-27	Nov 30
18	Feb 29 – Mar 1-2	Mar 7	May 30-31 - Jun 1	Jun 6	Aug 29-31	Sep 5	Nov 28-30	Dec 5
19	Mar 3-6	Mar 9	Jun 2-5	Jun 8	Sep 1-4	Sep 7	Dec 1-4	Dec 7
20	Mar 7-9	Mar 14	Jun 6-8	Jun 13	Sep 5-7	Sep 12	Dec 5-7	Dec 12
21	Mar 10-13	Mar 16	Jun 9-12	Jun 15	Sep 8-11	Sep 14	Dec 8-11	Dec 14
22	Mar 14-16	Mar 21	Jun 13-15	Jun 20	Sep 12-14	Sep 19	Dec 12-14	Dec 19
23	Mar 17-20	Mar 23	Jun 16-19	Jun 22	Sep 15-18	Sep 21	Dec 15-18	Dec 21
24	Mar 21-23	Mar 28	Jun 20-22	Jun 27	Sep 19-21	Sep 26	Dec 19-21	Dec 26
25	Mar 24-27	Mar 30	Jun 23-26	Jun 29	Sep 22-25	Sep 28	Dec 22-25	Dec 28
26	Mar 28-30	Apr 4	Jun 27-29	Jul 5	Sep 26-28	Oct 3	Dec 26-28	Jan 2
27	Mar 31	Apr 6	Jun 30	Jul 6	Sep 29-30	Oct 5	Dec 29-31	Jan 4

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 wil 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 etides

www.etides.state.pa.us