



2015 PERIOD ENDING AND ADMINISTRATIVE DUE DATES FOR THE REMITTANCE OF EMPLOYER WITHHOLDING AND FILING OF QUARTERLY RETURNS AND W-2 FORMS

| SEMI MONTHLY 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, SEMI MONTHLY AND SEMI WEEKLY 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 |
|--|------------|--|--|---|---------------------------------------|
| 01/21/2015 | 07/20/2015 | 02/17/2015 | 04/30/2015 | 04/30/2015 | 01/31/2016 |
| 02/04/2015 | 08/05/2015 | 03/16/2015 | 07/31/2015 | 07/31/2015 | |
| 02/19/2015 | 08/19/2015 | 04/15/2015 | 11/02/2015 | 11/02/2015 | |
| 03/04/2015 | 09/03/2015 | 05/15/2015 | 02/01/2016 | 02/01/2016 | |
| 03/18/2015 | 09/18/2015 | 06/15/2015 | | | |
| 04/03/2015 | 10/05/2015 | 07/15/2015 | | | |
| 04/20/2015 | 10/20/2015 | 08/17/2015 | | | |
| 05/05/2015 | 11/04/2015 | 09/15/2015 | | | |
| 05/20/2015 | 11/18/2015 | 10/15/2015 | | | |
| 06/03/2015 | 12/03/2015 | 11/16/2015 | | | |
| 06/18/2015 | 12/18/2015 | 12/15/2015 | | | |
| 07/06/2015 | 01/06/2016 | 02/01/2016 | | | |

2015 SEMI WEEKLY ADMINISTRATIVE DUE DATES

| | 1st QUARTER 2015 Period Ending 03/31/2015 | | 2nd QUARTER 2015 Period Ending 06/30/2015 | | 3rd QUARTER 2015 Period Ending 09/30/2015 | | 4th QUARTER 2015 Period Ending 12/31/2015 | |
|----|---|-----------------|---|-----------------|---|-----------------|---|-----------------|
| | Payroll Date | Due Date | Payroll Date | Due Date | Payroll Date | Due Date | Payroll Date | Due Date |
| 1 | Jan 1-2 | Jan 7 | Apr 1-3 | Apr 8 | Jul 1-3 | Jul 8 | Oct 1-2 | Oct 7 |
| 2 | Jan 3-6 | Jan 9 | Apr 4-7 | Apr 10 | Jul 4-7 | Jul 10 | Oct 3-6 | Oct 9 |
| 3 | Jan 7-9 | Jan 14 | Apr 8-10 | Apr 15 | Jul 8-10 | Jul 15 | Oct 7-9 | Oct 14 |
| 4 | Jan 10-13 | Jan 16 | Apr 11-14 | Apr 17 | Jul 11-14 | Jul 17 | Oct 10-13 | Oct 16 |
| 5 | Jan 14-16 | Jan 21 | Apr 15-17 | Apr 22 | Jul 15-17 | Jul 22 | Oct 14-16 | Oct 21 |
| 6 | Jan 17-20 | Jan 23 | Apr 18-21 | Apr 24 | Jul 18-21 | Jul 24 | Oct 17-20 | Oct 23 |
| 7 | Jan 21-23 | Jan 28 | Apr 22-24 | Apr 29 | Jul 22-24 | Jul 29 | Oct 21-23 | Oct 28 |
| 8 | Jan 24-27 | Jan 30 | Apr 25-28 | May 1 | Jul 25-28 | Jul 31 | Oct 24-27 | Oct 30 |
| 9 | Jan 28-30 | Feb 4 | Apr 29-30 - May 1 | May 6 | Jul 29-31 | Aug 5 | Oct 28-30 | Nov 4 |
| 10 | Jan 31 - Feb 1-3 | Feb 6 | May 2-5 | May 8 | Aug 1-4 | Aug 7 | Oct 31 - Nov 1-3 | Nov 6 |
| 11 | Feb 4-6 | Feb 11 | May 6-8 | May 13 | Aug 5-7 | Aug 12 | Nov 4-6 | Nov 12 |
| 12 | Feb 7-10 | Feb 13 | May 9-12 | May 15 | Aug 8-11 | Aug 14 | Nov 7-10 | Nov 13 |
| 13 | Feb 11-13 | Feb 18 | May 13-15 | May 20 | Aug 12-14 | Aug 19 | Nov 11-13 | Nov 18 |
| 14 | Feb 14-17 | Feb 20 | May 16-19 | May 22 | Aug 15-18 | Aug 21 | Nov 14-17 | Nov 20 |
| 15 | Feb 18-20 | Feb 25 | May 20-22 | May 27 | Aug 19-21 | Aug 26 | Nov 18-20 | Nov 25 |
| 16 | Feb 21-24 | Feb 27 | May 23-26 | May 29 | Aug 22-25 | Aug 28 | Nov 21-24 | Nov 30 |
| 17 | Feb 25-27 | Mar 4 | May 27-29 | Jun 3 | Aug 26-28 | Sep 2 | Nov 25-27 | Dec 2 |
| 18 | Feb 28 - Mar 1-3 | Mar 6 | May 30-31 - Jun 1-2 | Jun 5 | Aug 29 - Sep 1 | Sep 4 | Nov 28-30 - Dec 1 | Dec 4 |
| 19 | Mar 4-6 | Mar 11 | Jun 3-5 | Jun 10 | Sep 2-4 | Sep 9 | Dec 2-4 | Dec 9 |
| 20 | Mar 7-10 | Mar 13 | Jun 6-9 | Jun 12 | Sep 5-8 | Sep 11 | Dec 5-8 | Dec 11 |
| 21 | Mar 11-13 | Mar 18 | Jun 10-12 | Jun 17 | Sep 9-11 | Sep 16 | Dec 9-11 | Dec 16 |
| 22 | Mar 14-17 | Mar 20 | Jun 13-16 | Jun 19 | Sep 12-15 | Sep 18 | Dec 12-15 | Dec 18 |
| 23 | Mar 18-20 | Mar 25 | Jun 17-19 | Jun 24 | Sep 16-18 | Sep 23 | Dec 16-18 | Dec 23 |
| 24 | Mar 21-24 | Mar 27 | Jun 20-23 | Jun 26 | Sep 19-22 | Sep 25 | Dec 19-22 | Dec 28 |
| 25 | Mar 25-27 | Apr 1 | Jun 24-26 | Jul 1 | Sep 23-25 | Sep 30 | Dec 23-25 | Dec 30 |
| 26 | Mar 28-31 | Apr 3 | Jun 27-30 | Jul 6 | Sep 26-29 | Oct 2 | Dec 26-29 | Jan 4, 2016 |
| 27 | | | | | Sep 30 | Oct 7 | Dec 30-31 | Jan 6, 2016 |

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 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".
- 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.pa.gov.

User ID _____

Password _____

IMPORTANT: Keep 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 (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 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.
- 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

