### 2017 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

<table>
<thead>
<tr>
<th>Due Dates PA-501</th>
<th>Due Dates PA-501</th>
<th>Due Dates W-3</th>
<th>Due Dates PA-501/W3</th>
<th>Due Date W-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19/2017</td>
<td>07/19/2017</td>
<td>02/15/2017</td>
<td>05/01/2017</td>
<td>05/01/2017</td>
</tr>
<tr>
<td>02/03/2017</td>
<td>08/03/2017</td>
<td>03/15/2017</td>
<td>07/31/2017</td>
<td>07/31/2017</td>
</tr>
<tr>
<td>02/21/2017</td>
<td>08/18/2017</td>
<td>04/18/2017</td>
<td>10/31/2017</td>
<td>10/31/2017</td>
</tr>
<tr>
<td>03/03/2017</td>
<td>09/06/2017</td>
<td>05/15/2017</td>
<td>01/31/2018</td>
<td>01/31/2018</td>
</tr>
<tr>
<td>03/20/2017</td>
<td>09/20/2017</td>
<td>06/15/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/05/2017</td>
<td>10/04/2017</td>
<td>07/17/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/19/2017</td>
<td>10/18/2017</td>
<td>08/15/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/03/2017</td>
<td>11/03/2017</td>
<td>09/15/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/18/2017</td>
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<td>10/16/2017</td>
<td></td>
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</tr>
<tr>
<td>06/05/2017</td>
<td>12/05/2017</td>
<td>11/15/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/20/2017</td>
<td>12/20/2017</td>
<td>12/15/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/06/2017</td>
<td>01/04/2018</td>
<td>01/31/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Monthly Filers
- **Period End Date**: last day of month

#### Monthly, Semi-Monthly and Semi-Weekly Filers

#### Quarterly Filers
- **Period End Date**: last day of March, June, September and December

#### All Filers
- **Due Date W-2**: 01/31/2018

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### 2017 Semi-Weekly Administrative Due Dates

<table>
<thead>
<tr>
<th>Payroll Date Ending 03/31/2017</th>
<th>2nd Quarter 2017</th>
<th>3rd Quarter 2017</th>
<th>4th Quarter 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Date Ending 06/30/2017</td>
<td>Payroll Date</td>
<td>Payroll Date</td>
<td>Payroll Date</td>
</tr>
<tr>
<td>Payroll Date Ending 09/30/2017</td>
<td>Payroll Date</td>
<td>Payroll Date</td>
<td>Payroll Date</td>
</tr>
<tr>
<td>Payroll Date Ending 12/31/2017</td>
<td>Payroll Date</td>
<td>Payroll Date</td>
<td>Payroll Date</td>
</tr>
</tbody>
</table>

#### Electronic Filing Instructions
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 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.

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 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); and
- Total compensation subject to PA tax 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
www.etides.state.pa.us