

**2018 PERIOD ENDING AND ADMINISTRATIVE DUE DATES FOR THE REMITTANCE OF EMPLOYER WITHHOLDING AND FILING OF QUARTERLY RETURNS AND W-2 FORMS**

**REV-1716** (AS) 11-17

<b>SEMI-MONTHLY FILERS</b> Period End Date - 15th and last day of month <b>Due Dates PA-501</b>		<b>MONTHLY FILERS</b> Period End Date - last day of month <b>Due Dates PA-501</b>	<b>MONTHLY, SEMI-MONTHLY AND SEMI-WEEKLY FILERS</b> <b>Due Dates W-3</b>	<b>QUARTERLY FILERS</b> Period End Date - last day of March, June, September and December <b>Due Dates PA-501/W3</b>	<b>ALL FILERS</b> <b>Due Date W-2</b>
01/18/2018	07/18/2018	02/15/2018	04/30/2018	04/30/2018	01/31/2019
02/05/2018	08/03/2018	03/15/2018	07/31/2018	07/31/2018	
02/21/2018	08/20/2018	04/17/2018	10/31/2018	10/31/2018	
03/05/2018	09/06/2018	05/15/2018	01/31/2019	01/31/2019	
03/20/2018	09/19/2018	06/15/2018			
04/04/2018	10/03/2018	07/16/2018			
04/18/2018	10/18/2018	08/15/2018			
05/03/2018	11/05/2018	09/17/2018			
05/18/2018	11/20/2018	10/15/2018			
06/05/2018	12/05/2018	11/15/2018			
06/20/2018	12/19/2018	12/17/2018			
07/05/2018	01/04/2019	01/31/2019			

**2018 SEMI-WEEKLY ADMINISTRATIVE DUE DATES**

	<b>1st QUARTER 2018</b> Period Ending 03/31/2018		<b>2nd QUARTER 2018</b> Period Ending 06/30/2018		<b>3rd QUARTER 2018</b> Period Ending 09/30/2018		<b>4th QUARTER 2018</b> Period Ending 12/31/2018	
	<b>Payroll Date</b>	<b>Due Date</b>						
1	Jan 1-2	Jan 5	Apr 1-3	Apr 6	Jul 1-3	Jul 6	Oct 1-2	Oct 5
2	Jan 3-5	Jan 10	Apr 4-6	Apr 11	Jul 4-6	Jul 11	Oct 3-5	Oct 10
3	Jan 6-9	Jan 12	Apr 7-10	Apr 13	Jul 7-10	Jul 13	Oct 6-9	Oct 12
4	Jan 10-12	Jan 17	Apr 11-13	Apr 18	Jul 11-13	Jul 18	Oct 10-12	Oct 17
5	Jan 13-16	Jan 19	Apr 14-17	Apr 20	Jul 14-17	Jul 20	Oct 13-16	Oct 19
6	Jan 17-19	Jan 24	Apr 18-20	Apr 25	Jul 18-20	Jul 25	Oct 17-19	Oct 24
7	Jan 20-23	Jan 26	Apr 21-24	Apr 27	Jul 21-24	Jul 27	Oct 20-23	Oct 26
8	Jan 24-26	Jan 31	Apr 25-27	May 2	Jul 25-27	Aug 1	Oct 24-26	Oct 31
9	Jan 27-30	Feb 2	Apr 28-30 - May 1	May 4	Jul 28-31	Aug 3	Oct 27-30	Nov 2
10	Jan 31 - Feb 1-2	Feb 7	May 2-4	May 9	Aug 1-3	Aug 8	Oct 31 - Nov 1-2	Nov 7
11	Feb 3-6	Feb 9	May 5-8	May 11	Aug 4-7	Aug 10	Nov 3-6	Nov 9
12	Feb 7-9	Feb 14	May 9-11	May 16	Aug 8-10	Aug 15	Nov 7-9	Nov 14
13	Feb 10-13	Feb 16	May 12-15	May 18	Aug 11-14	Aug 17	Nov 10-13	Nov 16
14	Feb 14-16	Feb 21	May 16-18	May 23	Aug 15-17	Aug 22	Nov 14-16	Nov 21
15	Feb 17-20	Feb 23	May 19-22	May 25	Aug 18-21	Aug 24	Nov 17-20	Nov 26
16	Feb 21-23	Feb 28	May 23-25	May 30	Aug 22-24	Aug 29	Nov 21-23	Nov 28
17	Feb 24-27	Mar 2	May 26-29	Jun 1	Aug 25-28	Aug 31	Nov 24-27	Nov 30
18	Feb 28 - 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, 2019
27	Mar 31	Apr 6	Jun 30	Jul 6	Sep 29-30	Oct 5	Dec 29-31	Jan 4, 2019

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

