



## 2012 PENNSYLVANIA SALES, USE AND HOTEL OCCUPANCY TAX RETURNS, TAX PERIODS AND ADMINISTRATIVE DUE DATES

MONTHLY FILERS		QUARTERLY FILERS		SEMI-ANNUAL FILERS	
Tax Period End Dates	Tax Period Due Dates	Tax Period End Dates	Tax Period Due Dates	Tax Period End Dates	Tax Period Due Dates
01/31/2012	02/21/2012	03/31/2012	04/20/2012	06/30/2012	08/20/2012
02/29/2012	03/20/2012	06/30/2012	07/20/2012	12/31/2012	02/20/2013
03/31/2012	04/20/2012	09/30/2012	10/22/2012		
04/30/2012	05/21/2012	12/31/2012	01/22/2013		
05/31/2012	06/20/2012				
06/30/2012	07/20/2012				
07/31/2012	08/20/2012				
08/31/2012	09/20/2012				
09/30/2012	10/22/2012				
10/31/2012	11/20/2012				
11/30/2012	12/20/2012				
12/31/2012	01/22/2013				

MONTHLY FILERS PREPAYMENT DUE DATES	
Tax Period End Dates	Tax Period Due Dates
01/31/2012	01/20/2012
02/29/2012	02/21/2012
03/31/2012	03/20/2012
04/30/2012	04/20/2012
05/31/2012	05/21/2012
06/30/2012	06/20/2012
07/31/2012	07/20/2012
08/31/2012	08/20/2012
09/30/2012	09/20/2012
10/31/2012	10/22/2012
11/30/2012	11/20/2012
12/31/2012	12/20/2012

Under Act 26 of 2011, businesses that reported or should have reported sales, use and hotel occupancy tax of \$25,000 or more for the third quarter of the prior year are now required to make prepayments equal to or greater than 50 percent of the same period in the previous tax year. Licensees are required to file prepayments by the 20th of the current month, with the sales, use and hotel occupancy tax return due on the 20th of the following month along with the remaining liability due for the prior month.

File electronically using e-TIDES at



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 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](http://www.revenue.state.pa.us).

User ID \_\_\_\_\_

Password \_\_\_\_\_

**IMPORTANT:** Keep User ID and Password in a secure location.

## TO FILE OVER THE TELEPHONE:

Call the Business Tax TeleFile number: 1-800-748-8299

All filers (Monthly, quarterly and semiannual) will need to provide the following information:

- 8-digit PA Sales Tax Account ID Number
- 9-digit Entity ID (EIN or SSN associated with sales tax number)
- 8-digit tax period end date (See reverse side.)
- Gross PA sales
- Net taxable PA sales
- Amount of PA sales tax collected
- Amount of use tax due – if any
- Any applicable credits – (TPPR/other)
- Corresponding amounts for Philadelphia and/or Allegheny Counties (if applicable)
- Banking information (ABA routing number, bank account number, bank account type) for ACH debit (Please confirm this information with your financial institution)

A confirmation number will be provided as proof of filing. Please keep this number for future reference.