



## 2013 PENNSYLVANIA SALES, USE, HOTEL OCCUPANCY AND E-911 TAX RETURNS, TAX PERIODS AND ADMINISTRATIVE DUE DATES

MONTHLY FILERS		QUARTERLY FILERS		SEMI-ANNUAL FILERS	
<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>	<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>	<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>
01/31/2013	02/20/2013	03/31/2013	04/22/2013	06/30/2013	08/20/2013
02/28/2013	03/20/2013	06/30/2013	07/22/2013	12/31/2013	02/20/2014
03/31/2013	04/22/2013	09/30/2013	10/21/2013		
04/30/2013	05/20/2013	12/31/2013	01/21/2014		
05/31/2013	06/20/2013				
06/30/2013	07/22/2013				
07/31/2013	08/20/2013				
08/31/2013	09/20/2013				
09/30/2013	10/21/2013				
10/31/2013	11/20/2013				
11/30/2013	12/20/2013				
12/31/2013	01/21/2014				

MONTHLY FILERS with PRE-PAYMENT REQUIREMENT	
<u>TAX PERIOD END DATES</u>	<u>PRE-PAYMENT DUE DATES</u>
01/31/2013	01/22/2013
02/28/2013	02/20/2013
03/31/2013	03/20/2013
04/30/2013	04/22/2013
05/31/2013	05/20/2013
06/30/2013	06/20/2013
07/31/2013	07/22/2013
08/31/2013	08/20/2013
09/30/2013	09/20/2013
10/31/2013	10/21/2013
11/30/2013	11/20/2013
12/31/2013	12/20/2013

**Monthly Returns with Prepayment Obligations** – Effective October 1, 2012, each sales/use tax licensee whose actual tax liability for the third calendar quarter of the preceding year is \$25,000 but less than \$100,000 is provided with an alternative payment option to the requirement of paying 50 percent of the tax liability for the same month of the preceding calendar year. The licensee may remit an amount that is equal to or greater than 50 percent of the actual tax liability required to be reported for the same month in the current year.

Businesses remitting \$100,000 or more for the third calendar quarter of the preceding year must remit 50 percent of the tax liability due for the same month of the preceding year. Prepayments are due by the 20th of the current month and returns for the period are due on or by the 20th of the month.

File electronically using e-TIDES at



See reverse side for electronic filing instructions.

## TO FILE ONLINE:

First time e-TIDES users must first 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.

File electronically using e-TIDES at



## 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
- Amount of E-911 fees – if any
- Any applicable credits – (TPPR/other)
- Any previous payments (pre-payments)
- 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.