



## 2018 PENNSYLVANIA SALES, USE, HOTEL OCCUPANCY 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>
01/31/2018	02/20/2018	03/31/2018	04/20/2018	06/30/2018	08/20/2018
02/28/2018	03/20/2018	06/30/2018	07/20/2018	12/31/2018	02/20/2019
03/31/2018	04/20/2018	09/30/2018	10/22/2018		
04/30/2018	05/21/2018	12/31/2018	01/22/2019		
05/31/2018	06/20/2018				
06/30/2018	07/20/2018				
07/31/2018	08/20/2018				
08/31/2018	09/20/2018				
09/30/2018	10/22/2018				
10/31/2018	11/20/2018				
11/30/2018	12/20/2018				
12/31/2018	01/22/2019				

MONTHLY FILERS with PRE-PAYMENT REQUIREMENT	
<u>TAX PERIOD END DATES</u>	<u>TAX PERIOD DUE DATES</u>
01/31/2018	01/22/2018
02/28/2018	02/20/2018
03/31/2018	03/20/2018
04/30/2018	04/20/2018
05/31/2018	05/21/2018
06/30/2018	06/20/2018
07/31/2018	07/20/2018
08/31/2018	08/20/2018
09/30/2018	09/20/2018
10/31/2018	10/22/2018
11/30/2018	11/20/2018
12/31/2018	12/20/2018

**Electronic Funds Transfer (EFT) Change** – Taxpayers remitting payments of \$1,000 or more are required to remit using an approved electronic funds transfer (EFT) method.

**Monthly Returns with Prepayment Obligations** – 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 must pay 50 percent of the tax liability for the same month of the preceding calendar year or remit at least 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 a combination of two of the following account identifiers: Account ID number, 10-digit Revenue ID number or Entity ID number, then select the type of entity from the drop-down box and 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 User ID and Password in a secure location.

## TO FILE OVER THE TELEPHONE, CALL TELEFILE AT 1-800-748-8299:

All filers (monthly, quarterly and semi-annual) 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) or 10-digit Revenue ID
- 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.

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