

Instructions For FORM W-1 EIT

QUARTERLY RECONCILIATION OF WITHHOLDING TAX:

Employers are required to file a reconciliation return for each quarter. These returns must be received on or before the last day of April, July, October and January for the quarters ending the last day of March, June, September and December and be accompanied by a detailed listing.

MONTHLY AND SEMI-MONTHLY FILERS:

Must submit the coupon listing all payments made for the quarter being filed. This will reconcile the quarter.

QUARTERLY FILERS:

Must submit the coupon with their payment for the quarter.

INTEREST AND PENALTY:

If any amount of tax required to be withheld is not reported and paid in full on or before the payment due date, interest and penalty will be charged at the rate of 1/2% percent per month each or 1% per month total.

OVERPAYMENTS AND REFUNDS:

Verified overpayments will be credited to the next quarter. If a cash refund is desired, the request must be in writing.

WHERE TO FILE:

All filings, payments and refund requests should be mailed to: Collector of Taxes
100 The Mall at Steamtown, Unit 216
Scranton, PA 18503

Form W1 - Quarterly Reconciliation of EIT (Earned Income Tax)

Employer Name:		Contact:	Year:
Account Number:	EIN:	Phone:	Quarter:

Pay Period Ending	EIT Withheld:		EIT Withholding	Resident		Non-Resident	
	Resident	Non-Resident		Resident	Non-Resident		
1	\$	\$	1. Total Compensation	\$	\$		
2	\$	\$	2. Total EIT Withheld	\$	\$		
3	\$	\$	3. Interest (1/2% per month)	\$	\$		
4	\$	\$	4. Penalty (1/2% per month)	\$	\$		
5	\$	\$	5. Total EIT Due	\$	\$		
6	\$	\$	6. Total EIT Deposits	\$	\$		
7	\$	\$	7. Prior Period Adjustment (+/-)	\$	\$		
Total EIT Withheld for Qtr.:			Total Quarterly EIT Payment	\$	\$		

I declare under penalties provided by Law that I have examined and completed this Return and it is true and correct to the best of my knowledge. X