

RBA Professional Data Systems, Inc.

Employer e-Reporting Program



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EMPLOYER USERS' MANUAL

RBA PROFESSIONAL DATA SYSTEMS

Software Documentation

© RBA Professional Data Systems
240 Elmwood Street
State College, Pa 16801
814.238.2100
www.rba.co

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Terminology

This manual has been written for distribution to end users ranging from single tax collection offices to large collection entities. For the purposes of this manual, the tax office organization is referred to as the TCD. This abbreviation is commonly used for the tax collection districts (mandated under Act 32 of 2008), tax office, tax collector, collection bureau.



SYSTEM
[APPLICATION SETTINGS](#)
[SUBMISSION FILE FORMATS](#)

[HELP ITEMS](#)
[CUSTOM TEXT](#)

[DATA DICTIONARY](#)
[EXTRACT](#)

MANAGE
[USER DASHBOARD](#)

[ENTRY](#)

Click on [Entry](#) to continue.

Entry takes you to the eReporting employer entry application.

Clicking on the ENTRY option, the following screen displays:

The Employer Entry instruction manual is included in the next section of this administrative manual.

Initial Screen

The initial screen you see when entering the eReporting site is shown below.

The screenshot shows the RBA eReporting Application login page. At the top left is the title "RBA eReporting Application" and at the top right is the RBA logo. Below the title, there is a "LOGON :" section with two radio buttons: "EXISTING USER" (selected) and "NEW USER".

STEP 1: ENTER USER NAME AND PASSWORD FOR EXISTING USERS OR SELECT AN ACCOUNT TYPE FOR NEW USERS

Under "EXISTING USER", there are input fields for "User Name" and "Password", and links for "Forgot username" and "Forgot password". Under "NEW USER", there is a "Filing Type" dropdown menu.

STEP 2: TYPE THE SECURITY CODE DISPLAYED BELOW INTO THE BOX

There is a text input field labeled "Type the Code Shown" and a security code image displaying "460341". A link "Click here if you are having trouble reading this code." is provided.

STEP 3: REVIEW THE TERMS AND CONDITIONS

A box contains the text "TERMS AND CONDITIONS" and a checkbox with the text "BY CHECKING THIS BOX, I AGREE TO THE TERMS & CONDITIONS AS STATED."

STEP 4: REVIEW THE FOLLOWING CONFIDENTIALITY INFORMATION AND CLICK SUBMIT TO CONTINUE

A "Submit" button is located at the bottom of the form.

Choose whether you are an Existing User or a New User. Choose New User if you do not have a username and password.

A close-up of the "LOGON :" section showing two radio buttons: "EXISTING USER" and "NEW USER". The "NEW USER" radio button is selected.

Pick your filing type.

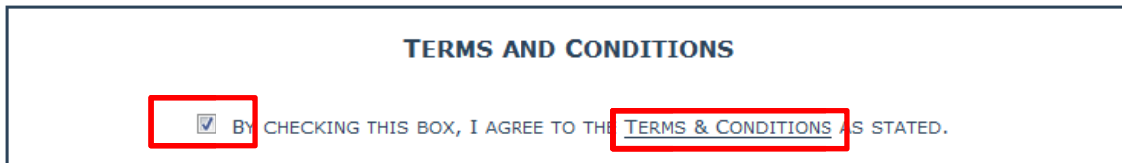
A close-up of the "Filing Type" dropdown menu. The menu is open, showing the following options: "EMPLOYER" (selected), "EMPLOYER", "PAYROLL AGENCY", and "ACCOUNTING FIRM".

Type in the Code that is displayed. Click on the link to the right of the code if you can't read the code – a new code will be displayed.




Type the Code Shown   [Click here](#) if you are having trouble reading this code.

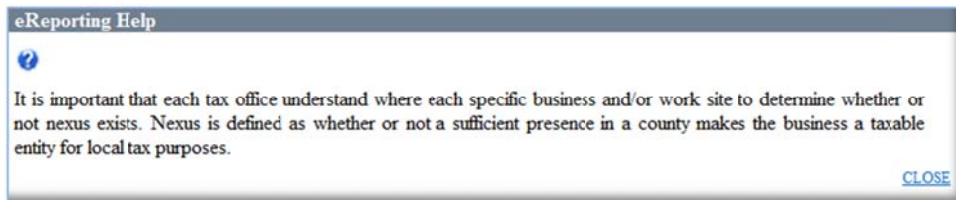
Click to check the box to agree to the Terms and Conditions. You can click on the Terms and Conditions link to read them.




TERMS AND CONDITIONS

BY CHECKING THIS BOX, I AGREE TO THE [TERMS & CONDITIONS](#) AS STATED.

This screen, like most in the eReporting program, has Question Mark icons displayed by fields where you enter information. Clicking on this icon  will display help information about that field.



eReporting Help



It is important that each tax office understand where each specific business and/or work site to determine whether or not nexus exists. Nexus is defined as whether or not a sufficient presence in a county makes the business a taxable entity for local tax purposes.


[CLOSE](#)

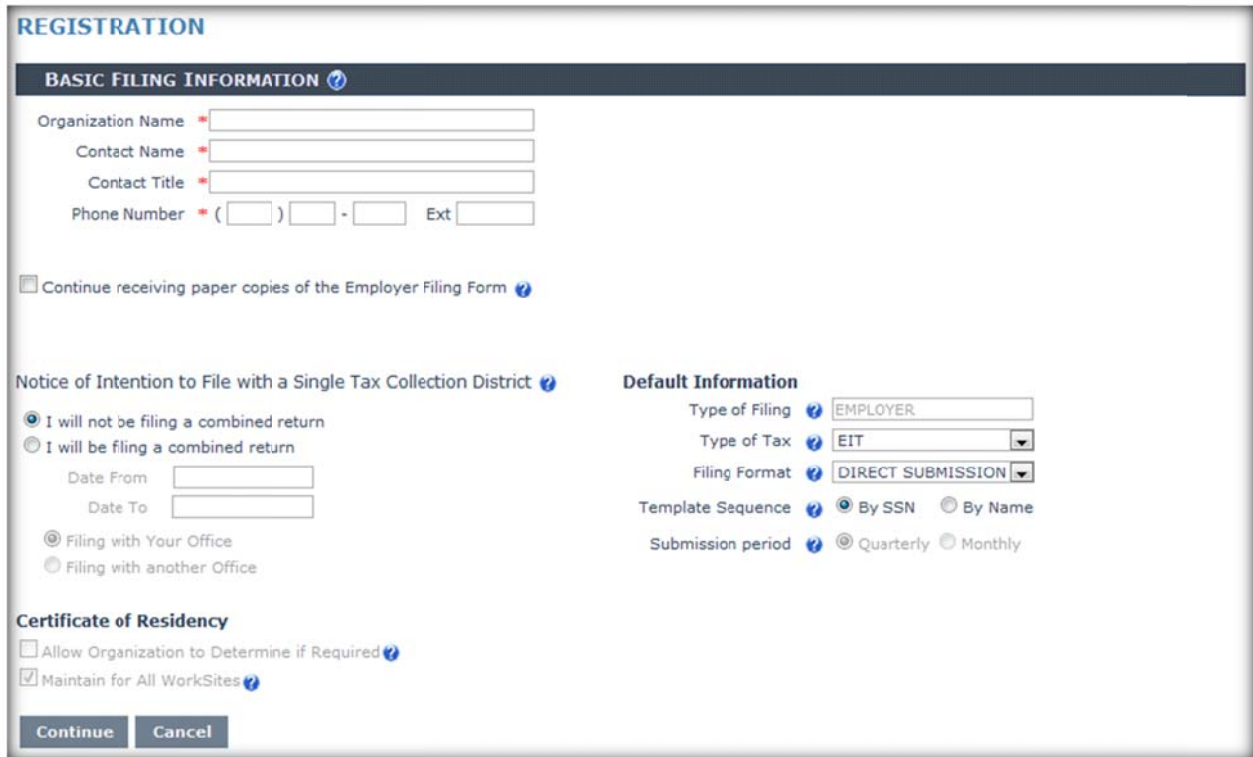
Click on the Submit button to continue.

Submit


Registration Screen

As a new user, the first screen you need to complete is the Registration Screen. This is where you enter your basic filing information. All fields where an asterisk (*) is displayed are required.

Remember that you can click the help icon anytime you need more information about a field. 



REGISTRATION


BASIC FILING INFORMATION 


Organization Name *

Contact Name *

Contact Title *

Phone Number * () - Ext

Continue receiving paper copies of the Employer Filing Form 

Notice of Intention to File with a Single Tax Collection District 

I will not be filing a combined return

I will be filing a combined return


Date From


Date To


Filing with Your Office


Filing with another Office


Default Information

Type of Filing  EMPLOYER


Type of Tax  EIT


Filing Format  DIRECT SUBMISSION

Template Sequence  By SSN By Name

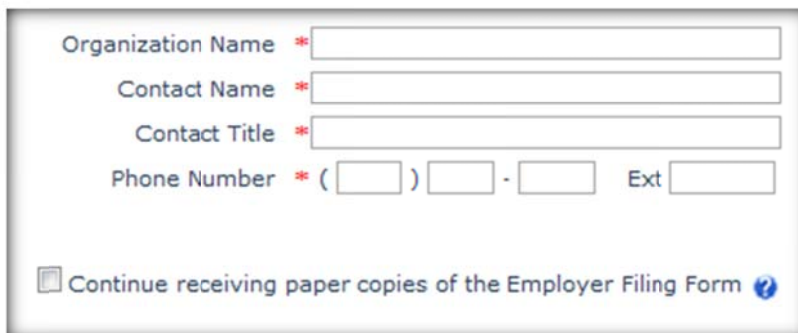
Submission period  Quarterly Monthly

Certificate of Residency

Allow Organization to Determine if Required 

Maintain for All WorkSites 

Enter the Organization Name and Contact information.




Organization Name *

Contact Name *

Contact Title *

Phone Number * () - Ext

Continue receiving paper copies of the Employer Filing Form 

This section is where you let this TCD Office know if you will be filing a Combined Return, and which TCD you will be filing it with. Click the help icon for more information.

Notice of Intention to File with a Single Tax Collection District ?

I will not be filing a combined return
 I will be filing a combined return

Date From
Date To

Filing with Your Office
 Filing with another Office

This section records your Default filing information. The Type of Tax, Filing Format and Template Sequence information are used to default selections when you are creating your submissions. The Submission Period is entered by the TCD.

Default Information

Type of Filing ? EMPLOYER
Type of Tax ? EIT
Filing Format ? DIRECT SUBMISSION
Template Sequence ? By SSN By Name
Submission period ? Quarterly Monthly

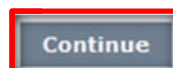
The Certificate of Residency section determines if Certificates of Residency are required for employees for whom you are filing using Electronic Submissions (data files). The Allow Registration to Determine checkbox is only accessible by the TCD. If this field is checked, the TCD has determined that you have can decide if Certificates of Residency are required for your WorkSites. If this box is not checked, the TCD will make that determination on a case by case basis.

If Maintain for All WorkSites is checked, then Certificates of Residency are required for all employees for all WorkSites.

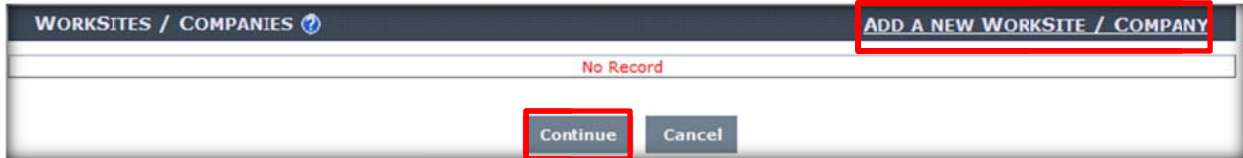
Certificate of Residency

Allow Organization to Determine if Required ?
 Maintain for All WorkSites ?

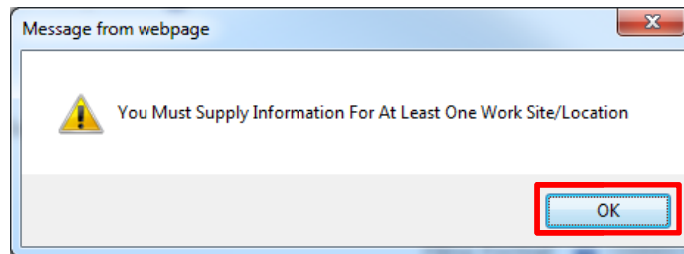
Complete the fields on the screen, then click **Continue**.



When you click Continue, the WorkSite portion of the page will be displayed. You can click Continue to finish your registration without adding a WorkSite, or click on the [Add a New WorkSite/Company](#) link to enter your first WorkSite.



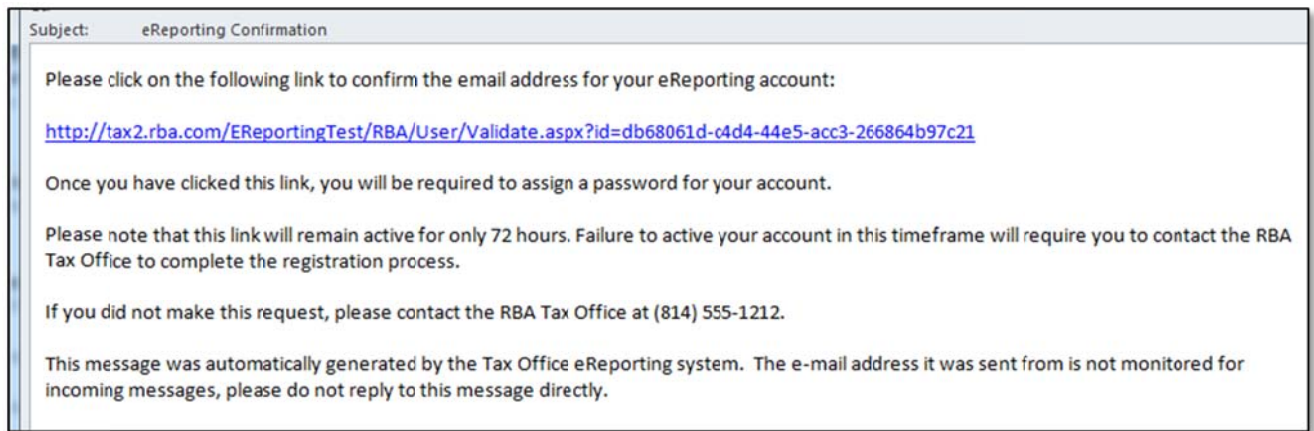
Entering a WorkSite before finishing your registration may be required. If this is the case, the following message will be displayed. Click OK and then click on the [Add a New WorkSite/Company](#) link to continue.



Once you click Continue on the registration page, you will need to enter the User Name and Email Address to be used with your user account. Click Submit after entering the required information.

A screenshot of a web form titled "USER PROFILE". Below the title is a dark grey bar with the text "CREATE NEW USER". The form contains three input fields: "User Name" with the value "jsmith", "Email Address" with the value "jsmith@mail.com", and "Confirm Email Address" with the value "jsmith@mail.com". Each field has a help icon to its left. At the bottom left of the form, there are two buttons: "Submit" (highlighted with a red box) and "Cancel".


An email will be sent to the email account you specified in setting up your account. An example is below. Click on the link or copy and paste it into an internet browser.




You will be directed to the Create Password screen. Enter your password two times, then click Submit.

USER PROFILE

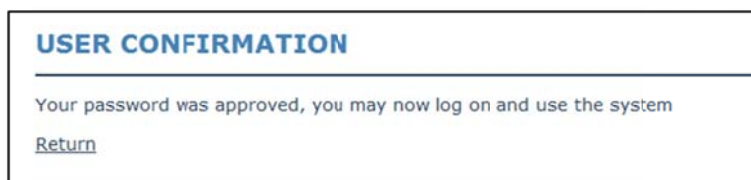
CREATE PASSWORD

Password 

Confirm Password 

Submit

If your Password is accepted, you will get the following message. Click on the [Return](#) link to login.



If your password is not accepted, you will get a message similar to the following. Re-enter your password two times following the instructions given.

USER PROFILE

Please ensure that your chosen password contains at least 6 and at most 12 characters. Valid characters are upper or lower case letters and the numbers 0-9, and the following special characters: !, @, &, and *

CREATE PASSWORD

Password

Confirm Password

Forgot Username / Forgot Password

From the Login Screen, you can request your Username or Password if you have forgotten them. Click on the [Forgot Username](#) or [Forgot Password](#) links.



EXISTING USER


User Name

Password

[Forgot username](#)

[Forgot password](#)

Clicking on the [Forgot Username](#) link will bring up the Forgot Username screen. Enter the account email address and the security code, then click Send.



FORGOT USERNAME

If you have forgotten your username, please enter your account e-mail address. You will receive your username by e-mail, and will be allowed to log in using your current password. If you have forgotten both your username and password, or you no longer have access to the e-mail address you signed up with, you will have to contact our office.

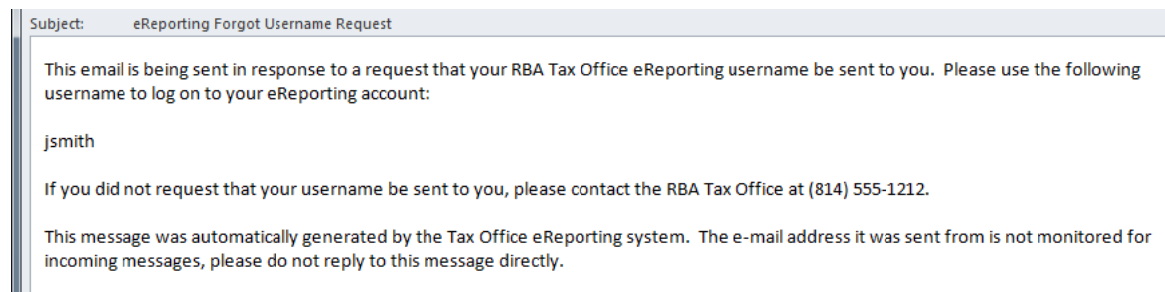
Enter your account email address *

Type the characters you see in this image.



Type characters: *

You will receive an email that lists all usernames associated with this email account.



Subject: eReporting Forgot Username Request

This email is being sent in response to a request that your RBA Tax Office eReporting username be sent to you. Please use the following username to log on to your eReporting account:

jsmith

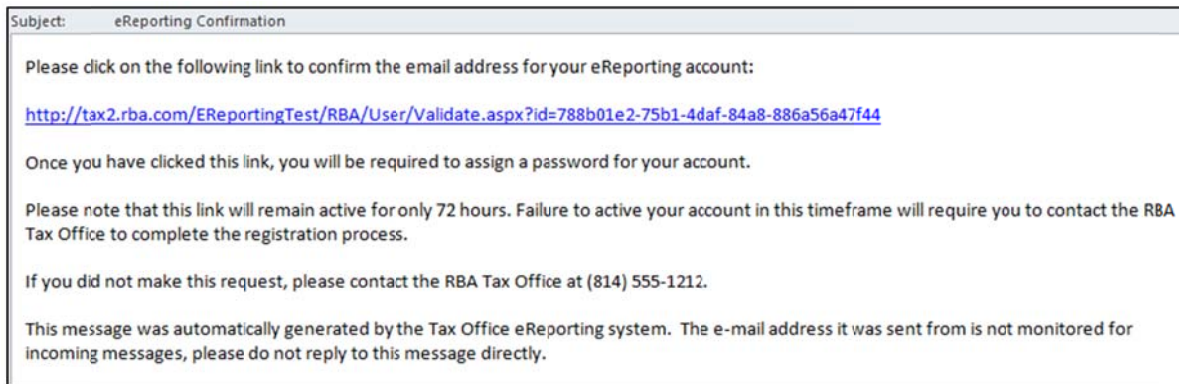
If you did not request that your username be sent to you, please contact the RBA Tax Office at (814) 555-1212.

This message was automatically generated by the Tax Office eReporting system. The e-mail address it was sent from is not monitored for incoming messages, please do not reply to this message directly.

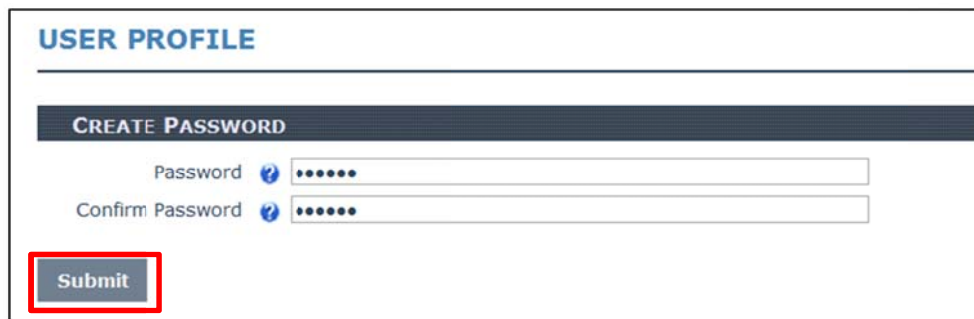
Clicking on the [Forgot Password](#) link will bring up the Forgot Username screen. Enter the account Username and the security code, then click Send.



You will receive an email with a link to enter a new password. Click on the link or copy and paste it into an internet browser to continue.



Enter in the new password two times and click Submit.



WorkSite Company

Login using your username and password to continue setting up your WorkSites.

LOGON : EXISTING USER NEW USER

STEP 1: ENTER USER NAME AND PASSWORD FOR EXISTING USERS OR SELECT AN ACCOUNT TYPE FOR NEW USERS

EXISTING USER

User name

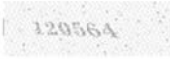
Password

[Forgot username](#)
[Forgot password](#)

NEW USER

Filing Type

STEP 2: TYPE THE SECURITY CODE DISPLAYED BELOW INTO THE BOX

Type the Code Shown  [Click here](#) if you are having trouble reading this code.

STEP 3: REVIEW THE TERMS AND CONDITIONS

TERMS AND CONDITIONS

By checking this box, I agree to the [Terms & Conditions](#) as stated.

STEP 4: REVIEW THE FOLLOWING CONFIDENTIALITY INFORMATION AND CLICK SUBMIT TO CONTINUE

Click on the [Change Username](#), [Change Password](#) or [Change Email](#) links to change those items. Click on Edit to change other Registration Information. Click the [Add a new WorkSite/Company](#) link to continue through the setup process.

REGISTRATION

BASIC FILING INFORMATION

Organization Name	<input type="text" value="SMITH INCORPORATED"/>	Last Login Date	<input type="text" value="5/19/2011"/>
Contact Name	<input type="text" value="JOHN SMITH"/>	Last Login Time	<input type="text" value="10:02:27 AM"/>
Contact Title	<input type="text" value="OWNER"/>	User Name	<input type="text" value="jsmith"/>
Phone Number	<input type="text" value="(717) 555 - 1212 Ext 1234"/>	Password	<input type="password" value="*****"/>
		Email Address	<input type="text" value="irk@rba.com"/>

Continue receiving paper copies of the Employer Filing Form

Notice of Intention to File with a Single Tax Collection District

I will not be filing a combined return
 I will be filing a combined return

Date From
Date To

Filing with Your Office
 Filing with another Office

Certificate of Residency

Maintain for All WorkSites


Default Information

Type of Filing
Type of Tax
Filing Format
Template Sequence By SSN By Name
Submission period Quarterly Monthly

Show Active Locations Only

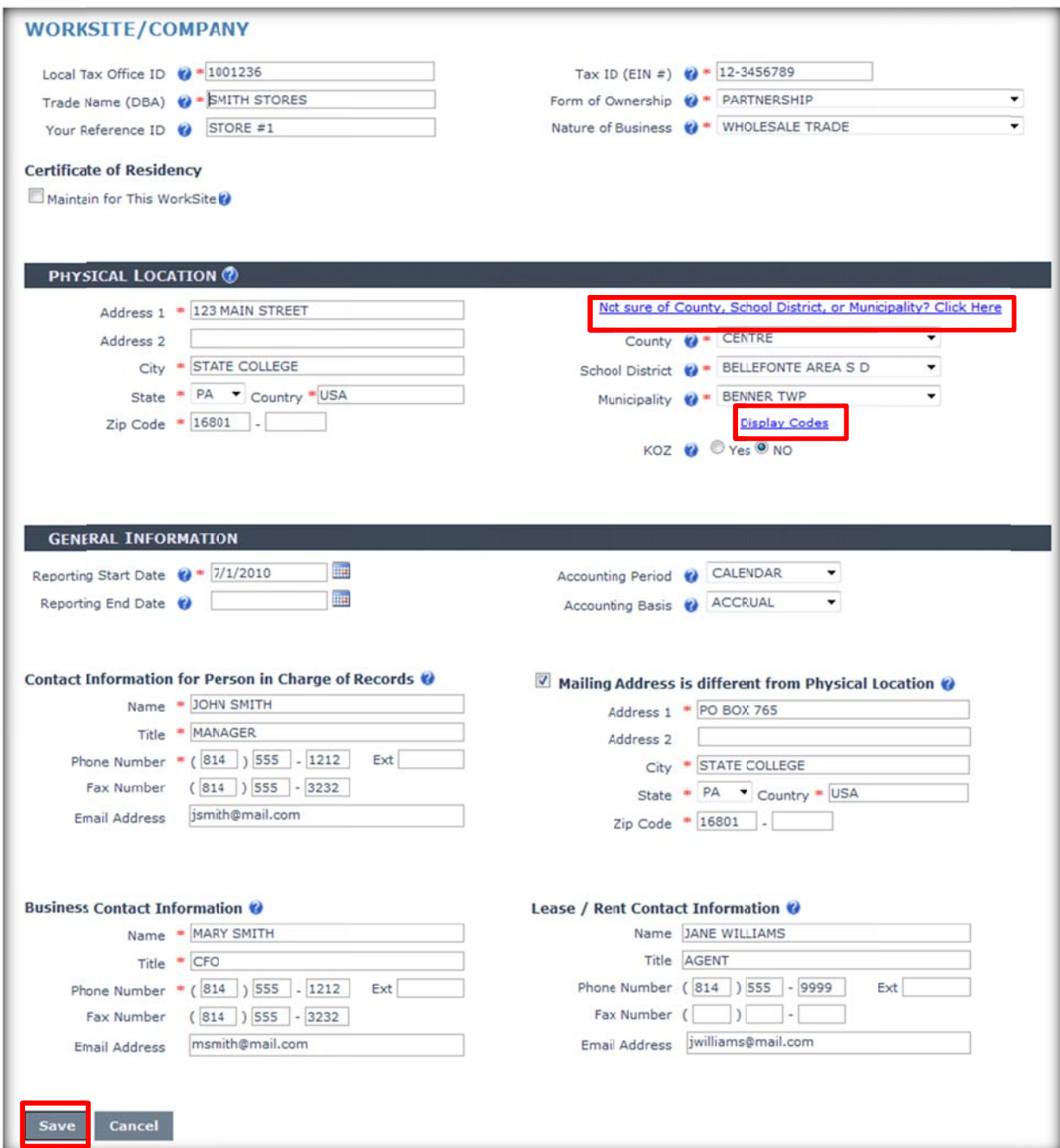
WORKSITES / COMPANIES

This screen is where you enter the information for each WorkSite/Company. You must create a WorkSite/Company that relates to the home location for every employee whom you are reporting taxes withheld for. All fields where an asterisk (*) is displayed in edit mode are required.

Remember that you can click any help icon anytime you need more information about a field. 

It is important that you choose the correct County, School District and Municipality where this WorkSite is located. You can click on the link above these fields to verify you have the correct information for the address of the WorkSite. Click on [Display Codes](#) after selecting the County, School District and Municipality to display the DCED and State Codes for this jurisdiction.

Complete the fields on the screen, then click **Save**.



WORKSITE/COMPANY

Local Tax Office ID * 1001236 Tax ID (EIN #) * 12-3456789
Trade Name (DBA) * SMITH STORES Form of Ownership * PARTNERSHIP
Your Reference ID * STORE #1 Nature of Business * WHOLESALE TRADE

Certificate of Residency
 Maintain for This WorkSite

PHYSICAL LOCATION

Address 1 * 123 MAIN STREET
Address 2 *
City * STATE COLLEGE
State * PA Country * USA
Zip Code * 16801 -
County * CENTRE
School District * BELLEFONTE AREA S D
Municipality * BENNER TWP
KOZ Yes NO

[Not sure of County, School District, or Municipality? Click Here](#)
[Display Codes](#)

GENERAL INFORMATION

Reporting Start Date * 7/1/2010 Accounting Period * CALENDAR
Reporting End Date * Accounting Basis * ACCRUAL

Contact Information for Person in Charge of Records

Name * JOHN SMITH
Title * MANAGER
Phone Number * (814) 555 - 1212 Ext *
Fax Number * (814) 555 - 3232
Email Address * jsmith@mail.com

Mailing Address is different from Physical Location

Address 1 * PO BOX 765
Address 2 *
City * STATE COLLEGE
State * PA Country * USA
Zip Code * 16801 -

Business Contact Information

Name * MARY SMITH
Title * CFO
Phone Number * (814) 555 - 1212 Ext *
Fax Number * (814) 555 - 3232
Email Address * msmith@mail.com

Lease / Rent Contact Information

Name * JANE WILLIAMS
Title * AGENT
Phone Number * (814) 555 - 9999 Ext *
Fax Number * () -
Email Address * jwilliams@mail.com

Save **Cancel**

The Certificate of Residency – Maintain for This WorkSite checkbox determines if Certificates of Residency are required for this WorkSite if you are filing using Electronic Submission. Certificates of Residency are always required if you are filing using Direct Submission.

The screenshot shows the 'WORKSITE LOCATION' form with the following fields: Local Tax Office ID (1001236), Tax ID (EIN #) (12-3456789), Trade Name (DBA) (SMITH STORES), Form of Ownership (PARTNERSHIP), Your Reference ID (STORE #1), and Nature of Business (WHOLESALE TRADE). The 'Certificate of Residency' section has a checkbox labeled 'Maintain for This WorkSite' which is highlighted with a red box.

Clicking on the AKA's Tab will bring up the AKA (Also Known As) Screen. Click on [Add a New AKA](#) to enter an AKA.

The screenshot shows the 'AKA's' tab selected in the navigation bar. The 'LOCATION' section contains Trade Name (DBA) (SMITH STORES) and Address (123 MAIN STREET STATE COLLEGE PA 16801). The 'AKA's' section has an 'ADD A NEW AKA' button highlighted with a red box. A 'Return To Registration' button is also visible.

Enter the AKA and click **Save**.

The screenshot shows the 'AKA'S' entry form with a 'Name' field containing 'SMITH AND COMPANY' and a red asterisk. The 'Save' button is highlighted with a red box, along with a 'Cancel' button.

The AKA(s) entered will be listed.

The screenshot shows the 'AKA's' list with one entry: 'SMITH AND COMPANY'. The 'ADD A NEW AKA' button is visible in the top right. Below the entry are 'Edit' and 'Delete' links.

Clicking on the Owners Tab will bring up the Owners Screen. Click on [Add a New Owner](#) to enter an Owner.

The screenshot shows a web interface with three tabs: 'Location', 'AKA's', and 'Owners'. The 'Location' tab is active, displaying 'Trade Name (DBA)' as 'SMITH STORES' and 'Address' as '123 MAIN STREET STATE COLLEGE PA 16801'. Below this is a dark bar with 'OWNERS OF RECORD' on the left and 'ADD A NEW OWNER' on the right. At the bottom left is a 'Return To Registration' button.

Choose which kind of Owner you are entering, Individual, Company or Officer.

Three sequential screenshots show the 'Owner Is' selection process. The first shows 'Individual' selected with fields for 'First Name' (JOHN), 'Last Name' (SMITH), 'M.I.', 'Suffix', and 'Email Address' (JSMITH@MAIL.COM). The second shows 'Officer' selected with fields for 'Officer First Name' (JOHN), 'Officer Last Name' (SMITH), 'M.I.', 'Suffix', and 'Email Address' (JSMITH@MAIL.COM). The third shows 'Company' selected with a 'Company Name' field containing 'SC STORES, INC.'.

Enter the remainder of the Owner information and click **Save**.

The screenshot shows the 'OWNERS' screen with 'Individual' selected. It includes fields for 'First Name' (JOHN), 'Last Name' (SMITH), 'M.I.', 'Suffix', and 'Email Address' (JSMITH@MAIL.COM). To the right, there are fields for 'Address 1' (123 MAIN STREET), 'Address 2', 'City' (STATE COLLEGE), 'State' (PA), 'Country' (USA), 'Zip Code' (16801), 'Phone Number' ((814) 555 - 1212), 'Ext' (1234), and 'Fax Number'. 'Save' and 'Cancel' buttons are at the bottom left.

The Owner entered will be listed.

The screenshot shows the 'OWNERS OF RECORD' section with a table listing the owner: 'JOHN' (INDIVIDUAL) at '123 MAIN STREET STATE COLLEGE PA 16801'. There is a 'Select' button on the left and a 'Delete' button on the right of the row. The 'ADD A NEW OWNER' button is at the top right. A 'Return To Registration' button is at the bottom left.

Click **Return to Registration**.

You are taken back to the Registration Screen. On this screen, please note the list of all WorkSites at the bottom of the screen. Tabs are available at the top of the screen – click on any Tab to navigate to other parts of the program. Note that you may not have all Tabs shown available in your system.

The screenshot shows the 'REGISTRATION' screen with several sections:

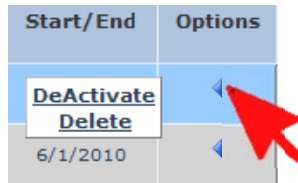
- Navigation Tabs:** Registration, Residency, Direct Submission, Electronic Submission, Submission Status, Make a Payment, W2 Submission.
- BASIC FILING INFORMATION:**
 - Organization Name: SMITH INCORPORATED
 - Contact Name: JOHN SMITH
 - Contact Title: OWNER
 - Phone Number: (717) 555-1212 Ext 1234
 - Last Login Date: 5/19/2011
 - Last Login Time: 10:02:27 AM
 - User Name: jsmith (Change Username)
 - Password: ***** (Change Password)
 - Email Address: irk@rba.com (Change Email)
- Notice of Intention to File with a Single Tax Collection District:**
 - Radio buttons for 'I will not be filing a combined return' (selected) and 'I will be filing a combined return'.
 - Date From and Date To fields.
 - Radio buttons for 'Filing with Your Office' (selected) and 'Filing with another Office'.
- Default Information:**
 - Type of Filing: EMPLOYER
 - Type of Tax: EIT
 - Filing Format: DIRECT SUBMISSION
 - Template Sequence: By SSN (selected) / By Name
 - Submission period: Quarterly (selected) / Monthly
- Certificate of Residency:**
 - Checkbox: Maintain for All WorkSites
 - Edit button
- WORKSITES / COMPANIES:**
 - Link: ADD A NEW WORKSITE / COMPANY
 - Table with columns: Trade Name, Address, Tax Office ID, EIN #, PSD/DCED, Start/End, Options.

Looking at the list of WorkSites at the bottom of the screen, you can click on [Select](#) to edit the WorkSite, or click on [Add a New WorkSite/Company](#) to add a new WorkSite or Company.

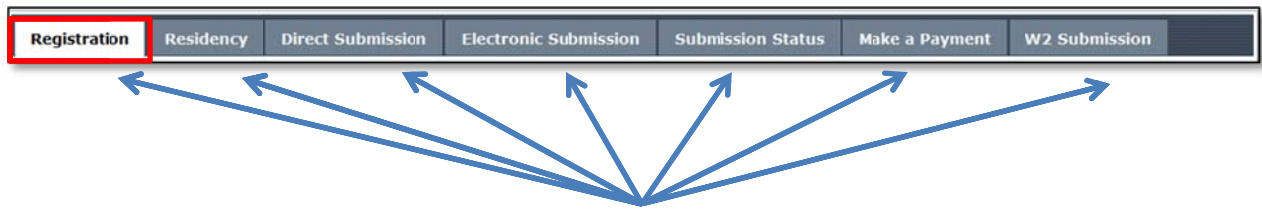
This is a close-up of the 'WORKSITES / COMPANIES' table. The 'ADD A NEW WORKSITE / COMPANY' link is highlighted in a red box. The table contains two rows of data:

	Trade Name	Address	Tax Office ID	EIN #	PSD/DCED	Start/End	Options
Select	SMITH STORES	123 MAIN STREET STATE COL...	1001236	12-3456789	140202	7/1/2010	▶
Select	SMITH GROCERY	987 FRONT STREET CLEARFIE...	1001254	12-3456780	170103	6/1/2010	▶

Rolling your mouse over the arrow in the Options column will bring up a menu with two options. You can click [DeActivate](#) a WorkSite, which will add a Reporting End Date to the Worksite. You can click on [Delete](#) to permanently delete a WorkSite (the Worksite must have no Submissions posted against it.)



Click on any of the tabs at the top of the screen to move to a different page of the application. The highlighted tab is the screen you are currently on.



Residency

Once you have your WorkSites/Companies created, the next thing you want to do is to enter your employees to create their Certificates of Residency. You manage these on the Residency screen. On this screen you have a number of options. Your first time on this screen, you can click on the [Add a New Employee](#) link.

Registration **Residency** Direct Submission Electronic Submission Submission Status Make a Payment W2 Submission

RESIDENCY

Worksite: Name Location

Show Active Employees Only

EMPLOYEES [?](#) **ADD A NEW EMPLOYEE**

Clicking on this link will bring up the Certificate of Residency screen.

CERTIFICATE OF RESIDENCY [?](#)

Employee Info

SSN = Under 18 Years of Age

Employee #

Last Name =

First Name = M.I. Suffix

Must be Legal residence (Domicile) [See Instructions](#)

Address 1 = Address 2

City = State = Country = Zip Code = -

Status [Status Instructions](#)

Resident Non-Resident

Visa Out of State Out of Country Domicile Has No EIT/PIT and Does Not Live in Philadelphia Other

Effective Tax Rate

Withholding Rate [Details](#)

[Not sure of County, School District, or Municipality? Click Here](#)

County = School District = Municipality = [Display Codes](#)

If New Hire Provide Date of Hire

If Address Change Provide Date of Change

If Name Change Provide Date of Change

Certificate of Residence on File

Local or Mailing Address if different from Domicile

Address 1 = Address 2

City = State = Country = Zip Code = -

[Filter Worksites](#)

Employee WorkSites / Companies

SMITH GROCERY

Available WorkSites / Companies

SMITH STORES

>> <<

Save Cancel

First, enter the employees Social Security Number and name, and indicate if they are under 18 years of age.



Employee Info

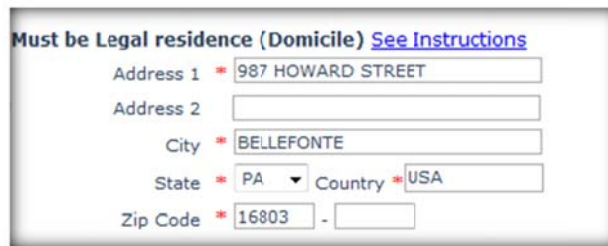
SSN * 123 45 6789

Last Name * JONES Under 18 Years of Age

First Name * MICHAEL

M.I. Suffix

Next, enter their Legal Residence, or Domicile. Click on the [See Instructions](#) link for more information on how to determine what an employee's Domicile is.



Must be Legal residence (Domicile) [See Instructions](#)

Address 1 * 987 HOWARD STREET

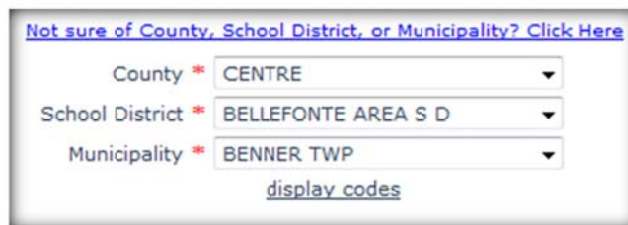
Address 2

City * BELLEFONTE

State * PA Country * USA

Zip Code * 16803 -

Select the County, School District and Municipality of the employee's Legal Residence. Click on the [Click Here](#) link to go to the DCED link where you can determine this information for a specific address.



[Not sure of County, School District, or Municipality? Click Here](#)

County * CENTRE

School District * BELLEFONTE AREA S D

Municipality * BENNER TWP

[display codes](#)

Now, select the resident/non-resident status. Click on the [Status Flow Chart](#) link which will walk you through determining an employee's status.



Status [Status Instructions](#)

Resident

Non-Resident

- Visa
- Out of State
- Out of Country
- Domicile Has No EIT/PIT and Does Not Live in Philadelphia
- Other

Enter the appropriate dates and a Mailing Address if applicable.

If New Hire Provide Date of Hire	<input type="text" value="8/1/2010"/>	<input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> Local or Mailing Address if different from Domicile
If Address Change Provide Date of Change	<input type="text" value="10/5/2010"/>	<input type="button" value="Calendar"/>	Address 1 * <input type="text" value="PO BOX 9875"/>
If Name Change Provide Date of Change	<input type="text"/>	<input type="button" value="Calendar"/>	Address 2 <input type="text"/>
<input type="checkbox"/> Certificate of Residence on File			City * <input type="text" value="STATE COLLEGE"/>
			State <input type="text" value="PA"/> Country * <input type="text" value="16801"/>
			Zip Code * <input type="text" value="16801"/> - <input type="text"/>

At section at the top of the screen is where you select which WorkSite/Company. The WorkSites on the left are the WorkSites the employee is assigned to. The WorkSites on the right are those available to be selected. Highlight a WorkSite on the right and click the arrow button pointing to the left.

Employee Work Sites / Locations		Available Work Sites / Locations
	<input type="button" value=">>"/> <input type="button" value="<<"/>	<input type="text" value="SMITH GROCERY"/> SMITH STORES

The WorkSite is now assigned to the Employee. Select another WorkSite and click the left arrow button.

Employee Work Sites / Locations		Available Work Sites / Locations
SMITH GROCERY	<input type="button" value=">>"/> <input type="button" value="<<"/>	<input type="text" value="SMITH STORES"/>

Now both WorkSites are assigned to the employee. Now, highlight one of the WorkSites and click the right arrow button.

Employee Work Sites / Locations		Available Work Sites / Locations
<input type="text" value="SMITH GROCERY"/> SMITH STORES	<input type="button" value=">>"/> <input type="button" value="<<"/>	

That WorkSite is no long assigned to the employee, and is now in the available column.

Employee Work Sites / Locations		Available Work Sites / Locations
SMITH STORES	<input type="button" value=">>"/> <input type="button" value="<<"/>	SMITH GROCERY

Once you have finished with this Certificate of Residency, click Save.

Save

Back on the Residency screen, the employees you have entered are now listed on this screen. You can select to change the sort order, or view a selected list of these employees.

RESIDENCY

Workste: Name All Employees from All Locations
Location

Show Active Employees Only

EMPLOYEES [ADD A NEW EMPLOYEE](#)

Sort By Name

	SSN Name	Address Res/NonRes	County School Municipality		
Edit	543-21-0987 BLACK JAMES	7369 STREET ALLEY BELLEFONTE, PA 16823 RESIDENT	CENTRE BELLEFONTE AREA S D BENNER TWP	Status	Print
Edit	678-90-1234 DELANCEY MARGARET	5032 SOUTHERN ROAD TYRONE, PA 16899 RESIDENT	CENTRE TYRONE AREA S D TAYLOR TWP	Status	Print
Edit	876-54-3210 GARCIA JOSE	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Status	Print
Edit	456-78-9012 GRANT ALBERT	500 ALLEN STREET WARRIORS MARK, PA 16877 RESIDENT	CENTRE STATE COLLEGE AREA S D HALFMOON TWP	Status	Print
Edit	321-09-8765 HILANDS LARRY	876 MACY LANE BOALSBURG, PA 16888 RESIDENT	CENTRE STATE COLLEGE AREA S D HARRIS TOWNSHIP	Status	Print

You can choose to sort by Name or by Social Security Number.

Sort By Name Sort By SSN

You can select one WorkSite to view the employees assigned to that WorkSite.

Worksite: Name SMITH STORES
Location 123 MAIN STREET STATE COLLEGE PA 16801

Choosing Smith Stores now shows only the employees assigned to that WorkSite.

If you have a large number of WorkSites, you can begin typing in the name of the WorkSite you are searching for. The drop down will highlight the WorkSite you type in.

Worksite: Name SMITH G
Location All Employees from All WorkSites
SMITH GROCERY
SMITH STORES

EMPLOYEES

Worksite: Name Location Show Active Employees Only

EMPLOYEES [ADD A NEW EMPLOYEE](#)

Sort By

	SSN Name	Address Res/NonRes	County School Municipality		
Edit	876-54-3210 GARCIA JOSE	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Status	Print
Edit	456-78-9012 GRANT ALBERT	500 ALLEN STREET WARRIORS MARK, PA 16877 RESIDENT	CENTRE STATE COLLEGE AREA S D HALFMOON TWP	Status	Print
Edit	123-45-6789 JONES MICHAEL	888 HOWARD STREET BELLEFONTE, PA 16803 RESIDENT	CENTRE BELLEFONTE AREA S D BENNER TWP	Status	Print
Edit	234-56-7890 PATEL PAAVAN	555 FIFTH AVENUE APARTMENT 12 CENTRE HALL, PA 16846 RESIDENT	CENTRE PENNS VALLEY AREA S D CENTRE HALL BORO	Status	Print

This screen will show a maximum of ten employees at a time. If there are more than ten to display, page links will be displayed.



On the list, each employee has three links you can click, [Edit](#), [Status](#) and [Print](#).

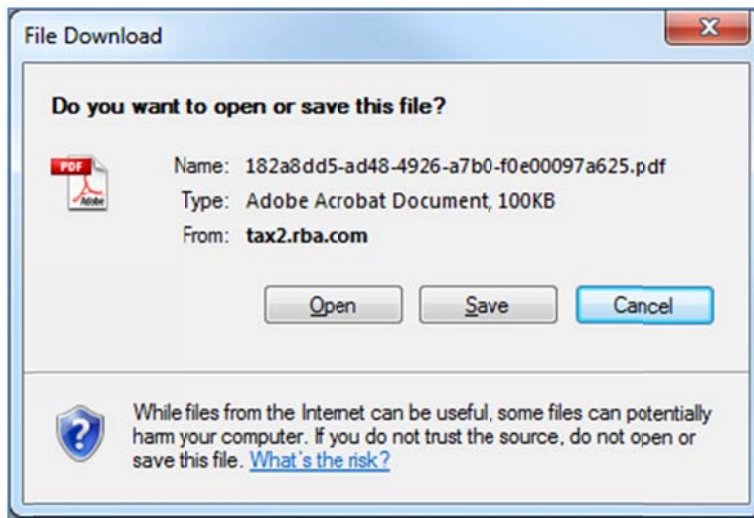
	SSN Name	Address Res/NonRes	County School Municipality		
Edit	876-54-3210 GARCIA JOSE	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Status	Print

[Edit](#) takes you back to the Certificate of Residency screen to make corrections to the information or change the employee's address.

[Print](#) will print out a Certificate of Residence form that you can have the employee sign. Clicking Print will bring up a second browser window with the message

Your file is ready. [Download now](#)

Clicking on [Download Now](#) will bring up the File Download message shown below. Click Open to view the report, Save to save the file.



An example of a Certificate of Residency form is shown on the next page.

CERTIFICATE OF RESIDENCE

Instructions to Employers: Enter your name and other information in [Section 2](#) and then use this form to obtain accurate employee address information for use in completing the local quarterly or monthly EIT return. Maintain this form for your records together with Form W-4. This form should also be sent to the tax collector where you will file your tax money and data. This form may also be filed using the Employer Online Data System.

Instructions to Employees: Complete this certificate and return to your employer at time of employment or change of permanent address.

Check Appropriate Box:	<input checked="" type="checkbox"/>	New Employee/Initial form	Change of Resident Address	Change of Name	Under 18
		Start Date: Unknown	Change Date: N/A	Change Date: N/A	
Status: RESIDENT					

Purpose

Completion of this certificate will allow your employer to provide the local tax collector with the information required to distribute the local earned income tax withheld from your paycheck to the correct municipality and school district. You need to provide your employer with your **DOMICILE** address (i.e. permanent/principal physical address). This address may differ from your [mailing address](#) and/or the address provided on [Form W-4](#).

Determining Your Domicile

Most individuals have just one principal place of residence and can easily determine their domicile by considering the following characteristics of one's domicile. A domicile is:

- A permanent home to which you have the intention of returning to when absent
- A voluntary fixed place of habitation that is not for a special or limited purpose
- A fixed place of habitation which you consider to be permanent rather than temporary

If you can determine your domicile using the above criteria, go to **Section 1**. If not, read on.

You may maintain two or more non-temporary residences and will have to select one of those permanent residences as your domicile since you can only have ONE (1) domicile. To accomplish this, the domicile should be determined based on 1) the place where you had the greatest connections.

The permanent residence with the greatest connections is generally where you:

- Fulfill local tax obligations
- Are registered to vote
- Maintain a driver's license and vehicle registration
- Declare residency for licenses, income tax returns or school tuition
- Spend the greatest amount of time
- Obtain a homestead or farmstead exemption on property

Your domicile **does not change until** you move to another location with the sincere intention of making your "new" permanent home there and abandoning your previous domicile. **File a new certificate with your employer at the time this occurs.**

SECTION 1 - DOMICILE INFORMATION

Based on the above guidelines, please provide the physical address you have determined to be your domicile address.

1. YOUR NAME (Last, First, Middle Initial) GARCIA, JOSE	2. YOUR SOCIAL SECURITY # 876-54-3210	3. COUNTY CENTRE	
4. DOMICILE ADDRESS (Do Not Use PO Box) 989 NINTH STREET	CITY/TOWN PINE GROVE MILLS	STATE PA	ZIP+4 16899
5. MUNICIPALITY FERGUSON TWP	6. SCHOOL DISTRICT STATE COLLEGE AREA S D		

If you don't know this information, go to factfinder.census.gov and click on "Enter a Street Address"

SECTION 2 - EMPLOYER INFORMATION

7. EMPLOYER NAME SMITH STORES	8. EMPLOYER EIN 12-3456789		
9. EMPLOYMENT ADDRESS (Do Not Use PO Box) 123 MAIN STREET	CITY/TOWN STATE COLLEGE	STATE PA	ZIP+4 16801

SECTION 3 - EMPLOYEE SIGNATURE

EMPLOYEE SIGNATURE	DATE
---------------------------	-------------

The last link to discuss is [Status](#).

	SSN Name	Address Res/NonRes	County School Municipality		
Edit	876-54-3210 GARCIA JOSE	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Status	Print

Clicking Status will bring up the Status screen. This screen shows which WorkSites the employee is Active in, or has been Active in at any point in the past. In this example, Jose Garcia is Active in the Smith Stores WorkSite.

GARCIA JOSE			
Work Sites / Locations	Address	InActive Date	
SMITH STORES	123 MAIN STREET STATE COLLEGE PA 16801		Inactivate

[OK](#)

The employee's Certificate of Residency screen shows the following WorkSite assignment, with Smith Stores the only WorkSite assigned.

Employee Work Sites / Locations	Available Work Sites / Locations
SMITH STORES	SMITH GROCERY

[>>](#)
[<<](#)

Clicking the Inactivate link will change the link to Activate, and add an Inactive Date show the date the employee became inactive at this WorkSite.

Work Sites / Locations	Address	InActive Date	
SMITH STORES	123 MAIN STREET STATE COLLEGE PA 16801		Inactivate

Work Sites / Locations	Address	InActive Date	
SMITH STORES	123 MAIN STREET STATE COLLEGE PA 16801	11/3/2010	Activate

The Certificate of Residency screen will reflect the change.

Employee Work Sites / Locations	Available Work Sites / Locations
	SMITH GROCERY SMITH STORES

[>>](#)
[<<](#)

Activating both WorkSites on the Certificate of Residency screen will be reflected on the Status screen.

GARCIA JOSE

Work Sites / Locations	Address	InActive Date
SMITH STORES	123 MAIN STREET STATE COLLEGE PA 16801	Inactivate
SMITH GROCERY	987 FRONT STREET STATE COLLEGE PA 16801	Inactivate

On the Residency Screen, the Show Active Employees Only check box determines if employees that are not active are displayed.

RESIDENCY

Worksite: Name Location

Show Active Employees Only

EMPLOYEES [ADD A NEW EMPLOYEE](#)

Sort By

	SSN Name	Address Res/NonRes	County School Municipality		
Edit	876-54-3210 GARCIA JOSE	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Status	Print
Edit	456-78-9012 GRANT ALBERT	500 ALLEN STREET WARRIORS MARK, PA 16877 RESIDENT	CENTRE STATE COLLEGE AREA S D HALFMOON TWP	Status	Print
Edit	123-45-6789 JONES MICHAEL	888 HOWARD STREET BELLEFONTE, PA 16803 RESIDENT	CENTRE BELLEFONTE AREA S D BENNER TWP	Status	Print
Edit	234-56-7890 PATEL PAAVAN	555 FIFTH AVENUE APARTMENT 12 CENTRE HALL, PA 16846 RESIDENT	CENTRE PENNS VALLEY AREA S D CENTRE HALL BORO	Status	Print

If you have selected to show “All Employees from All Locations,” this option will determine whether Employees that are not active in any WorkSite are displayed.

If you have selected to show Employees for a specific WorkSite, this option will determine whether an Employee that was once active in this WorkSite but is currently inactive in this WorkSite are displayed.

Direct Submission

Click on the Direct Submission tab to access this screen.

Registration	Residency	Direct Submission	Electronic Submission	Submission Status	Make a Payment	W2 Submission
--------------	-----------	-------------------	-----------------------	-------------------	----------------	---------------

If there are no other Direct Submissions that you are working with, the New Submission screen will be displayed. Select the WorkSite that the submission is for, the Type of Tax you are reporting, the Tax Year and Quarter. Click Add when you are done.

NEW SUBMISSION

Worksite: Name * ▼

Location

Type of Tax * ▼

Tax Year * Quarter * ▼

The Direct Submission screen is now displayed. The first time you create a submission for a WorkSite, this screen will be populated with all employees active in this WorkSite. When you Submit this submission, this list of employees will be saved on a template. On subsequent submissions for this WorkSite, this screen will be populated from this saved template. You can change the sort order to be by Name or Social Security Number, and make the order Ascending or Descending.

DIRECT SUBMISSION

Worksite: Name Location

Type of Tax Tax Year Quarter

Sort By SSN Sequence By Ascending Go To Seq #

Edit Seq #	SSN Name Employee #	State wages Subject to Tax	Earned Income Tax Withheld	Local Service Tax Withheld	Address Res/NonRes	County School Municipality	
Edit 1	123-45-6789 JONES MICHAEL	0.00	0.00	0.00	987 HOWARD STREET STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D STATE COLLEGE BORO	Delete
Edit 3	345-67-8901 SAITO NIKKI	0.00	0.00	0.00	9356 CAMBRIDGE AVENUE STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D STATE COLLEGE BORO	Delete
Edit 6	876-54-3210 GARCIA JOSE K	0.00	0.00	0.00	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Delete

Add an Entry	# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld	Submit
	3 3	0.00	0.00	0.00	

You may have multiple entries per SSN if an employee moved.

RED (Address) warns that the most recent Certificate of Residence differs.

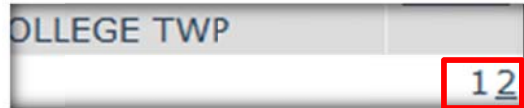
GREEN (SSN) designates a duplicate entry.

BLUE designates the most recently selected entry.

YELLOW indicates the taxes withheld are outside of expected parameters. Please verify these figures for accuracy.

GRAY designates that this tax's withholdings must be reported directly to this municipality.

If there are more than 10 entries, page links will be displayed at the bottom of the page.



This screen is designed so that you should be able to easily enter the Wages Subject to Tax, and the EIT and LST taxes withheld directly off a payroll report.

Fields in Yellow indicate that the values fall outside of the norm and should be reviewed. For example, \$5.00 is only 0.125% of the wages which is lower than the EIT withholding would normally be. Likewise, \$25.00 is higher than a quarter's LST tax withholding should be. While both of these might be correct, the highlighting alerts you to review these entries to make sure they are correct.

SSN Name Employee #	State Wages Subject to Tax	Earned Income Tax Withheld	Local Service Tax Withheld
123-45-6789 JONES MICHAEL	3000.00	30.00	5.00
345-67-8901 SAITO NIKKI	4000.00	5.00	5.00
876-54-3210 GARCIA JOSE K	5000.00	50.00	25.00

The sorting options should be able to have the employees on the screen sorted the same as your report is sorted. The default sort on this screen is determined by the sort specified on the main registration screen.

A screenshot of a 'Default Information' settings panel. It contains three dropdown menus: 'Type of Filing' set to 'EMPLOYER', 'Type of Tax' set to 'EIT_LST', and 'Filing Format' set to 'DIRECT SUBMISSION'. At the bottom, there are three radio button options: 'By SSN' (selected), 'By Name', and 'By Employee #'. The entire bottom section is enclosed in a red box.

You can delete an employee off of this submission (and off the template) by clicking the Delete link. You can also Edit the Certificate of Residency for this employee by clicking on the Edit link.

Edit Seq #	SSN Name Employee #	State Wages Subject to Tax	Earned Income Tax Withheld	Local Service Tax Withheld	Address Res/NonRes	County School Municipality	
Edit 1	123-45-6789 JONES MICHAEL	3000.00	30.00	5.00	987 HOWARD STREET STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D STATE COLLEGE BORO	Delete

If an Employee's Certificate of Residency information has changed since the last time the template was save, the Address will appear in Red.

Seq # SSN Name	Wages Subject to Tax	Earned Income Tax Withheld	Local Service Tax Withheld	Address Res/NonRes	County School Municipality
1 123-45-6789 JONES MICHAEL	3,000.00	30.00	5.00	345 SECOND STREET STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP

The bottom of the screen shows the totals of the submission.

# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld
3 3	12,000.00	120.00	15.00

The bottom of the screen also has three buttons you can click, Add an Entry, Print a Proof Report, and Submit.

	# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld	
Add an Entry	3 3	12,000.00	120.00	15.00	Submit
Print a Proof Report					

Add an Entry can either add an employee who is not on the list, or it can be used to add a second address for an employee who has moved.

For example, let's say Nikki Saito moved during this quarter, and you have not yet recorded this move. Click on **Add an Entry**, and the Certificate of Residency screen will be displayed.

Type in the Social Security number to display Nikki Saito's Certificate of Residency information.

SSN * 345 67 8901

Employee Info

SSN * 345 67 8901

Last Name * SAITO

First Name * NIKKI

M.I. Suffix

Under 18 Years of Age

Must be Legal residence (Domicile) [See Instructions](#)

Address 1 * 8975 FRONT STREET

Address 2

City * RIVERSIDE

State * PA Country * USA

Zip Code * 16998 -

Status [Status Instructions](#)

Resident

Non-Resident

Visa

Out of State

Out of Country

Domicile Has No EIT/PIT and Does Not Live in Philadelphia

Other

Effective Tax Rate

Withholding Rate 1.3500000 [Details](#)

[Not sure of County, School District, or Municipality? Click Here](#)

County * MIFFLIN

School District * MIFFLIN COUNTY S D

Municipality * ARMAGH TWP

[display codes](#)

Change all appropriate information on the Certificate of Residency.

Employee Info

SSN * 345 67 8901

Last Name * SAITO

First Name * NIKKI

M.I. Suffix

Under 18 Years of Age

Must be Legal residence (Domicile) [See Instructions](#)

Address 1 * 9356 CAMBRIDGE AVENUE

Address 2

City * STATE COLLEGE

State * PA Country * USA

Zip Code * 16803 -

Status [Status Instructions](#)

Resident

Non-Resident

Visa

Out of State

Out of Country

Domicile Has No EIT/PIT and Does Not Live in Philadelphia

Other

Effective Tax Rate

Withholding Rate 1.5000000 [Details](#)

[Not sure of County, School District, or Municipality? Click Here](#)

County * CENTRE

School District * STATE COLLEGE AREA S D

Municipality * STATE COLLEGE BORO

[display codes](#)

Make sure to enter the date of Address or Name change. Click **Save** when you are finished.

If New Hire Provide Date of Hire 4/1/2010

If Address Change Provide Date of Change 8/31/2010

If Name Change Provide Date of Change

Certificate of Residence on File

Save **Cancel**

When you click Save, you will be given the choice to save this change as the Current Address or not. If this is not the most current address for this employee, click No, otherwise click Yes to continue.

Do you want to save this as the Current Address?

YES
NO

The added entry will be highlighted in Aqua, and the previous address will now be in Red. In addition, the second entries SSN will be Blue to indicate it is a duplicate entry.

	Seq # SSN Name	State Wages Subject to Tax	Earned Income Tax Withheld	Local Service Tax Withheld	Address Res/NonRes	County School Municipality	
Edit	1 123-45-6789 JONES MICHAEL	3000.00	30.00	5.00	987 HOWARD STREET BELLEFONTE, PA 16803 RESIDENT	CENTRE BELLEFONTE AREA S D BENNER TWP	Delete
Edit	3 345-67-8901 SAITO NIKKI	4000.00	5.00	5.00	8975 FRONT STREET RIVERSIDE, PA 16998 RESIDENT	MIFFLIN MIFFLIN COUNTY S D ARMAGH TWP	Delete
Edit	7 345-67-8901 SAITO NIKKI	0.00	0.00	0.00	9356 CAMBRIDGE AVENUE STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D STATE COLLEGE BORO	Delete
Edit	6 876-54-3210 GARCIA JOSE	5000.00	50.00	25.00	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Delete

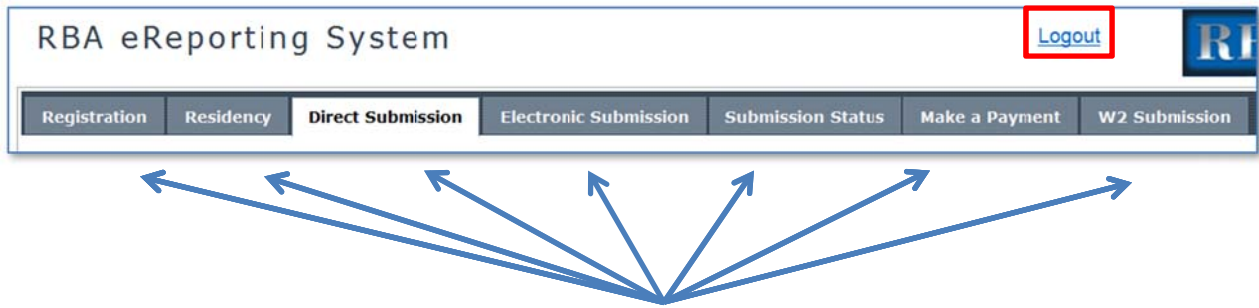
Make sure to distribute wages and withholdings accurately between the two addresses.

3 345-67-8901 SAITO NIKKI	1666.67	16.67	3.34
7 345-67-8901 SAITO NIKKI	833.33	8.33	1.66

The Earned Income Tax Withheld field will be Gray and you cannot enter information into that field if the employees address is Philadelphia, as that tax must be reported directly to Philadelphia.

1 456-78-9012 GRANT ALBERT	8000.00		5.00	500 ALLEN STREET PHILADELPHIA, PA 19123 RESIDENT	PHILADELPHIA PHILADELPHIA CITY S D PHILADELPHIA CITY
----------------------------------	---------	--	------	--	--

Your submissions are saved every time you enter information and <TAB> off of the field. To go to another screen, click on any of the Tabs at the top of the screen. You can also click the **Logout** link.



When you return to the Direct Submission tab, this screen will display. You can add a New Submission or continue working on an existing submission.

NEW SUBMISSION

Worksite: Name *
 Location
 Type of Tax * EIT
 Tax Year * Quarter (default) *

OR EXISTING SUBMISSION

Name Location	Type Of Tax	Tax Year	Tax Period	Sub. ID		
SMITH GROCERY 987 FRONT STREET CLEARFIELD PA 16801	EIT	2011	1		Select	Delete
SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	EIT_LST	2010	3		Select	Delete

Click **Select** on the submission you want to work on, or click **Delete** to delete the full submission. Click **Return To Registration** to exit this screen.

OR EXISTING SUBMISSION

Name Location	Type Of Tax	Tax Year	Tax Period	Sub. ID		
SMITH GROCERY 987 FRONT STREET CLEARFIELD PA 16801	EIT	2011	1		Select	Delete
SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	EIT_LST	2010	3		Select	Delete

Once you are done entering your information, or anytime you need to, you can run a proof report by clicking on the **Print a Proof Report** button at the bottom of the screen.

Edit 7	345-67-8901 SAITO NIKKI	833.33	8.33	1.66	9356 CAMBRIDGE AVENUE STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D STATE COLLEGE BORO	Delete
Edit 6	876-54-3210 GARCIA JOSE K	5000.00	50.00	5.00	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Delete

Add an Entry	# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld	Submit
	4 3	10,500.00	105.00	15.00	

[Print a Proof Report](#)

Clicking this button will produce a report like the following:

Submission Proof Report

RBA eReporting System

Location: **SMITH STORES**
123 MAIN STREET
STATE COLLEGE, PA 16801 USA

Type of Tax: **EIT_LST**
Filing Tax Period: **2010 / 3**

<u>Seq #</u>	<u>SSN</u>	<u>Employee Name and Address</u>	<u>Total Wages</u>	<u>EIT Tax W/H</u>	<u>LST Tax W/H</u>
1	XXX-XX-6789	JONES , MICHAEL 345 SECOND STREET STATE COLLEGE, PA 16803 USA	3,000.00	30.00	5.00
2	XXX-XX-8901	SAITO , NIKKI 9356 CAMBRIDGE AVENUE STATE COLLEGE, PA 16803 USA	1,666.67	16.67	3.34
4	XXX-XX-8901	SAITO , NIKKI 8975 FRONT STREET RIVERSIDE, PA 16998 USA	833.33	8.33	1.66
3	XXX-XX-3210	GARCIA , JOSE 989 NINTH STREET PINE GROVE MILLS, PA 16899 USA	5,000.00	50.00	5.00
Totals			10,500.00	105.00	15.00

Number of Entries: 4

Number of Employees: 3

Submissions will be accepted with \$0 Wages and Withholdings. A Submission is required for every quarter that your business is active, whether or not you are paying employee wages.

# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld
11	0.00	0.00	0.00
11			

When your entries are all correct and you are ready to finalize this submission, click the Submit button.

Edit 7	345-67-8901 SAITO NIKKI	833.33	8.33	1.66	9356 CAMBRIDGE AVENUE STATE COLLEGE, PA 16803 RESIDENT	CENTRE STATE COLLEGE AREA S D STATE COLLEGE BORO	Delete
Edit 6	876-54-3210 GARCIA JOSE K	5000.00	50.00	5.00	989 NINTH STREET PINE GROVE MILLS, PA 16899 RESIDENT	CENTRE STATE COLLEGE AREA S D FERGUSON TWP	Delete

Add an Entry	# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld	Submit
	4	10,500.00	105.00	15.00	
	3				

[Print a Proof Report](#)

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The following screen will be displayed. You can print the Acceptance Report by clicking the Print button.

SUBMISSION ACCEPTED

Your Submission Reference Number: 1097

Print
Status
Make a Payment
Return

An example of the Submission Acceptance report is below.

RBA eReporting System

SUBMISSION ACCEPTED

11/4/2010 11:54:50AM

Submission Reference Number: 1097

SMITH STORES
123 MAIN STREET
STATE COLLEGE, PA 16801 USA

Filing Tax Year: 2010	Total Wages:	10,500.00
Filing Tax Quarter: 3	Total EIT Tax Withheld:	105.00
Type of Tax: EIT_LST	Total LST Tax Withheld:	15.00
Type of Filing: Employer	Number of Entries:	4
Filing Format: DIRECT SUBMISSION	Number of Employees:	3

The Status button will take you to the Submission Status screen, the Make a Payment button will take you to the Make a Payment screen, Return takes you back to the New Submission screen.

Print
Status
Make a Payment
Return

Electronic Submission

Electronic Submissions is the page where you upload submission files. The file formats accepted will be determined by each TCD. Contact your TCD to obtain specific information on file format specifics.

The screenshot shows the 'ELECTRONIC SUBMISSION' form with the following sections:

- STEP 1: REPORTING LOCATION**
 - Type of Tax: EIT
 - File Format: EFW2
- STEP 2: MEDIA INFORMATION**
 - WorkSite: Name: SMITH STORES
 - Location: 123 MAIN STREET STATE COLLEGE PA 16801
- STEP 3: ENTER WAGE AND TAX INFORMATION**
 - Tax Year and Quarter (default): 2010 - 4
 - Wages Subject to Tax: 15101.24
 - Earned Income Tax Payment Information**
 - Total Earned Income Tax Withheld: 201.25
 - Total Taxes Withheld: 201.25
- STEP 4: UPLOAD FILE**
 - Browse button
 - Submit button

Step 1: Media Information . Choose the Type of Tax you are submitting, EIT, LST or Both. Next, choose the file format you are uploading. Both of these will default to the choice save on the Registration page.

Close-up of the 'STEP 1: REPORTING LOCATION' section of the form, showing the 'Type of Tax' dropdown set to 'EIT' and the 'File Format' dropdown set to 'EFW2'.

Step 2: Reporting WorkSite. Choose the WorkSite you are uploading data for. At this time, each file may only contain reporting data for a single WorkSite.

Close-up of the 'STEP 2: MEDIA INFORMATION' section of the form, showing the 'WorkSite: Name' dropdown set to 'SMITH STORES' and the 'Location' text box containing '123 MAIN STREET STATE COLLEGE PA 16801'.

Step 3: Enter Wage and Tax Information. Your data file may contain data for more than one period. Please select the earliest period that is included in the file to be uploaded.

Enter the total wages being reported in the file, and the total amount of taxes withheld.

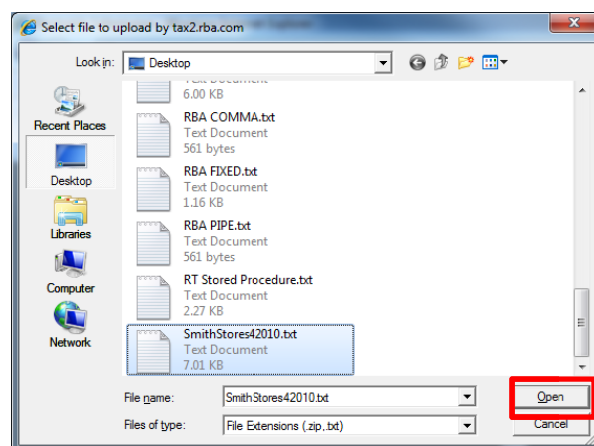
The screenshot shows a web form titled "STEP 3: ENTER WAGE AND TAX INFORMATION". It contains the following fields:

- Tax Year and Quarter (default): 2010, 4
- Wages Subject to Tax: 15101.24
- Earned Income Tax Payment Information:
 - Total Earned Income Tax Withheld: 201.25
- Total Taxes Withheld: 201.25

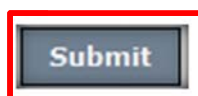
Step 4: Upload File. Click **Browse**.

The screenshot shows a web form titled "STEP 4: UPLOAD FILE". It features a "Browse" button highlighted with a red box. Below the button, the file "SmithStores42010.txt (7.01KB)" is listed. At the bottom of the form is a "Submit" button.

Highlight the file you want to upload, click **Open**.



Click **Submit**.

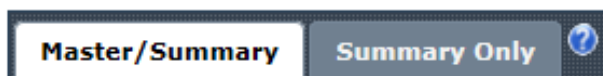


Submission Status

The Submission Status screen is where you can see the status of your submissions, print submission acknowledgements, and void submissions that have not been paid.

Master/Summary		Summary Only				
Filter By Status: ALL		Entries Per Page: 10				
SubmissionId Type Of Tax	Submission Date Time	Submitted By Payment By	Wages	EIT Withheld	LST Withheld	Status
+ 1499 EIT_LST	10/18/2011 2:32 PM	SMITH INCORPORATED				ACCEPTED
1497 EIT	10/6/2011 11:58 AM	SMITH INCORPORATED	0.00	0.00	0.00	REJECTED

The status screen has two tabs, the **Master/Summary** tab and the **Summary Only** tab.



The Master/Summary tab is for employers who file using electronic submissions. Each line in grey represents a file that was uploaded. Clicking on the plus sign on the left hand side of the row will expand the submission, showing the individual Submission Summaries included in this file upload.

-	1499 EIT_LST	10/18/2011 2:32 PM	SMITH INCORPORATED				ACCEPTED
	ID 1925	2010 / Q 1	SMITH GROCERY	0.00	0.00	0.00	ACCEPTED
	1497 EIT	10/6/2011 11:58 AM	SMITH INCORPORATED	0.00	0.00	0.00	REJECTED
	1496 EIT	10/6/2011 11:57 AM	SMITH INCORPORATED	0.00	0.00	0.00	REJECTED
	1495 EIT	10/6/2011 11:55 AM	SMITH INCORPORATED	0.00	0.00	0.00	REJECTED
-	1485 EIT	10/4/2011 11:56 AM	SMITH INCORPORATED	11191.85	252.33	0.00	PROCESSED
	ID 1912	2011 / Q 2	SMITH GROCERY	4727.99	106.65	0.00	ERROR
	ID 1913	2011 / Q 1	SMITH STORES	3231.93	72.84	0.00	ERROR
	ID 1914	2011 / Q 2	SMITH STORES	3231.93	72.84	0.00	ACCEPTED
	1484 EIT	10/3/2011 5:05 PM	SMITH INCORPORATED				REJECTED

A separate Submission Summary will be created for each WorkSite/Year/Period combination included in the file. Note that the Submission Master below has three summaries, one for Smith Grocery, and two for Smith Stones, 2011 quarter 1 and 2011 quarter 2.

-	1485 EIT	10/4/2011 11:56 AM	SMITH INCORPORATED
	ID 1912	2011 / Q 2	SMITH GROCERY
	ID 1913	2011 / Q 1	SMITH STORES
	ID 1914	2011 / Q 2	SMITH STORES

Submission Masters with no + sign to expand are file uploads that were Rejected. No Submission Summaries were created.

1496 EIT	10/6/2011 11:57 AM	SMITH INCORPORATED	0.00	0.00	0.00	REJECTED
1495 EIT	10/6/2011 11:55 AM	SMITH INCORPORATED	0.00	0.00	0.00	REJECTED

The Summary Only tab shows only the Submission Summaries. These are not green in color, but show the exact same information as on the Master/Summary tab. This screen is for use by employers who file using Direct Submission, as each Direct Submission has its own Submission Master.

Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status
1306/1537 EIT_LST	4/8/2011 10:18 AM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 4	12,004.02	516.15	15.00	ACCEPTED /W
1306/1538 EIT_LST	4/8/2011 10:18 AM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	1,000.00	5.10	5.00	ACCEPTED

On either screen, rolling your mouse over the Status column will display any options you have on each individual submission master or summary.

IT Withheld	LST Withheld	Status
516		ACCEPTED /W
		ACCEPTED

[Acknowledgement](#)

[Void](#)

[Print Error Report](#)

[Edit](#)

On the next page is a list of Statuses, whether they are valid for Direct or Electronic submissions, and the Mouse-Over options.

SUBMISSION MASTER STATUSES			
Status	Valid Types	Description	Mouse-Over Options
RECEIVED	Electronic	An Electronic Submission has been received, and is waiting to be processed.	Void Master
IN PROCESS	Electronic	An Electronic Submission is being processed.	
PROCESSED	Direct, Electronic	An Electronic Submission has been successfully uploaded, or a Direct Submission has been submitted.	Void Master
REJECTED	Electronic	An Electronic Submission has been processed and has been Rejected.	Print Error Report
FINALIZED	Direct, Electronic	All Submission Summaries have a status of PAID, VOID or RESUBMITTED.	
VOID	Direct, Electronic	You have clicked VOID MASTER and voided this Submission Master and all Submission Summaries within.	

SUBMISSION SUMMARY STATUSES			
Status	Valid Types	Description	Mouse-Over Options
PROCESSING	Electronic	An Electronic Submission is being processed.	
ACCEPTED	Direct, Electronic	All Direct Submissions when submitted have this Status. If an Electronic Submission, the submission has been accepted with no errors or warnings.	Acknowledgement Void Edit Print Detail Report
ACCEPTED /W	Electronic	An Electronic Submission has been accepted but has warnings. This submission can be paid without editing.	Acknowledgement Void Print Error Report Edit Print Detail Report
ERROR	Electronic	An Electronic Submission has been accepted but has errors. This submission must be Edited before paying.	Void Print Error Report Edit
EDITING	Direct, Electronic	You have clicked EDIT and this submission is being edited under the Direct Submission tab.	
RESUBMITTED	Direct, Electronic	This submission has been edited and resubmitted. It now has a different submission number.	Print Detail Report
PAID	Direct, Electronic	This submission has been Paid through the Make a Payment screen.	Reprint Voucher Print Detail Report
VOID	Direct, Electronic	You have clicked VOID and voided this submission.	

Here is an example of how submissions might be go through the process of being submitted, edited and paid.

Listed below are two submissions that were submitted in one Electronic File.

Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status
1309/1542 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	ACCEPTED /W
1309/1543 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	6,002.26	606.15	0.00	ACCEPTED

Note that their Submission Id's both start with the same four digit number, 1309. All submissions from a single uploaded file will initially have the same four digits in their Submission ID. The second four digits will always be different.

Submission Id Tax Type
1309/1542 EIT
1309/1543 EIT

Clicking EDIT from the Mouse-Over menu on the first submission will send the submission to the Direct Submission screen. The submission will display in the Submission Status screen with the status EDITING.

Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status
1309/1542 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	EDITING
1309/1543 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	6,002.26	606.15	0.00	ACCEPTED

On the Direct Submission screen, this submission will display showing the Submission Id.

Name Location	Type Of Tax	Tax Year	Tax Period	Sub. ID		
SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	EIT_LST	2010	3		Select	Delete
SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	EIT	2010	1	1542	Select	Cancel

Once any errors are fixed and you click Submit in Direct Submissions, the submission will appear with a new Submission Number with the status of ACCEPTED.

Sort By		Submission Id		Sequence By		Descending		<input checked="" type="checkbox"/> Active Entries Only	
Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status		
1310/1544 EIT	4/11/2011 1:45 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	ACCEPTED		
1309/1543 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	6,002.26	606.15	0.00	ACCEPTED		

Unchecking the Active Entries Only checkbox, the original submission now displays with the Status of RESUBMITTED.

Sort By		Submission Id		Sequence By		Descending		<input type="checkbox"/> Active Entries Only	
Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status		
1310/1544 EIT	4/11/2011 1:45 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	ACCEPTED		
1309/1542 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	RESUBMITTED		
1309/1543 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	6,002.26	606.15	0.00	ACCEPTED		

If you pay the second submission, the status of that submission will change to PAID.

Sort By		Submission Id		Sequence By		Descending		<input type="checkbox"/> Active Entries Only	
Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status		
1310/1544 EIT	4/11/2011 1:45 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	ACCEPTED		
1309/1542 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	RESUBMITTED		
1309/1543 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	6,002.26	606.15	0.00	PAID		

If you void the first submission, its status will change to VOID.

Sort By		Submission Id		Sequence By		Descending		<input type="checkbox"/> Active Entries Only	
Submission Id Tax Type	Submission Date/Time	Employer Name Location	Year Quarter	Wages	EIT Withheld	LST Withheld	Status		
1310/1544 EIT	4/11/2011 1:45 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	0.00	0.00	0.00	VOID		
1309/1542 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2010 1	6,002.26	606.15	0.00	RESUBMITTED		
1309/1543 EIT	4/11/2011 1:26 PM	SMITH STORES 123 MAIN STREET STATE COLLEGE PA 16801	2011 1	6,002.26	606.15	0.00	PAID		

Make a Payment

The Make a Payment screen lists all Submissions that are available for payment. All submissions must be paid before they are considered received by your local tax office.

You can either choose to pay all submissions listed, or click the [Exclude](#) link to remove selected submissions from the payment.

SUBMISSIONS AVAILABLE FOR PAYMENT

	Employer Name Location	Year Quarter	Wages	Earned Income Tax			Local Services Tax		
				Withheld	Penalty Interest	Total	Withheld	Penalty Interest	Total
1099 Exclude	SMITH GROCERY 987 FRONT STREET STATE CO...	2010 3	32,888.00	296.00	0.00 0.00	296.00	0.00	0.00 0.00	0.00
1097 Exclude	SMITH STORES 123 MAIN STREET STATE COL...	2010 3	10,500.00	105.00	0.00 0.00	105.00	15.00	0.00 0.00	15.00

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

EIT	Total	LST
401.00		15.00
- <input type="text" value="0.00"/>	Credit or Adjustment	- <input type="text" value="0.00"/>
- <input type="text" value="0.00"/>	Prepaid Amount	- <input type="text" value="0.00"/>
401.00	Amount Due	15.00

Remember that payment in full must be received on or before the due date, otherwise, you will be subject to additional charges.

Payment Date
11/4/2010

[Change Date](#)

Total Amount to Pay
416.00

Select Payment Option
Cancel

Clicking on the Exclude link for Submission 1099 will remove it from the payment screen.

1099
[Exclude](#)

SMITH GROCERY
987 FRONT STREET STATE CO...

2010
3

Note that it is no longer included in the payment.

	Employer Name Location	Year Quarter	Wages	Earned Income Tax			Local Services Tax		
				Withheld	Penalty Interest	Total	Withheld	Penalty Interest	Total
1097 Exclude	SMITH STORES 123 MAIN STREET STATE COL...	2010 3	10,500.00	105.00	0.00 0.00	105.00	15.00	0.00 0.00	15.00

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

EIT	Total	LST
105.00		15.00
- <input type="text" value="0.00"/>	Credit or Adjustment	- <input type="text" value="0.00"/>
- <input type="text" value="0.00"/>	Prepaid Amount	- <input type="text" value="0.00"/>
105.00	Amount Due	15.00

Remember that payment in full must be received on or before the due date, otherwise, you will be subject to additional charges.

Payment Date
11/4/2010

[Change Date](#)

Total Amount to Pay
120.00

You can also enter Local Services Tax Penalty or Interest, Credit or Adjustments and Prepaid Amounts.

				Earned Income Tax			Local Services Tax		
	Employer Name Location	Year Quarter	Wages	Withheld	Penalty Interest	Total	Withheld	Penalty Interest	Total
1097 Exclude	SMITH STORES 123 MAIN STREET STATE COL...	2010 3	10,500.00	105.00	0.00 0.00	105.00	15.00	0.00 0.00	15.00

EIT		LST	
105.00	Total	15.00	Total
-	0.00	Credit or Adjustment	- 0.00
-	0.00	Prepaid Amount	- 0.00
105.00	Amount Due	15.00	Amount Due

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

Remember that payment in full must be received on or before the due date, otherwise, you will be subject to additional charges.

Payment Date: 11/4/2010 [Change Date](#) Total Amount to Pay: 120.00

Earned Income Tax Penalty and Interest is calculated automatically. Please contact your local tax office if you have any questions regarding calculating Local Services Tax Penalty and Interest.

Penalty Interest
0.00
0.00

Credits or Adjustments, and Prepaid Amounts, can be entered for both Earned Income Tax and Local Services Tax.

EIT		LST	
105.00	Total	15.00	Total
-	0.00	Credit or Adjustment	- 0.00
-	20.00	Prepaid Amount	- 0.00
85.00	Amount Due	15.00	Amount Due

Please note that all amounts entered into these fields will be reviewed by the local tax office. You will be notified if any adjustments are to be made.

You can also change the Payment Date to a Future Date if desired. For example, if you wish to pay using an ACH Debit (where the Tax Office takes the payment from your bank account,) you can schedule the payment to be a date in the future, not the date you are entering this payment.

If applicable, changing the date will recalculate the Earned Income Tax Penalty and Interest.

To change the date, click on the [Change Date](#) link.

SUBMISSIONS AVAILABLE FOR PAYMENT

	Employer Name Location	Year Quarter	Wages	Earned Income Tax			Local Services Tax		
				Withheld	Penalty Interest	Total	Withheld	Penalty Interest	Total
1097 Exclude	SMITH STORES 123 MAIN STREET STATE COL...	2010 3	10,500.00	105.00	0.00 0.00	105.00	15.00	0.00 0.00	15.00

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

EIT		LST	
105.00	Total	15.00	
- 0.00	Credit or Adjustment	- 0.00	
- 20.00	Prepaid Amount	- 0.00	
85.00	Amount Due	15.00	

Remember that payment in full must be received on or before the due date, otherwise, you will be subject to additional charges.

Payment Date: 11/4/2010 [Change Date](#) Total Amount to Pay: 100.00

Select Payment Option Cancel

The link will bring up the following screen, where you can enter the new date for your payment. Once you entered the new date, click Calculate.

By Changing this date will cause The Earned Income Tax Panalty and Interest to be re-calculated.

New Payment Date : 11/5/2010

Calculate Cancel

Click Select Payment Option to continue with the payment.

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

EIT		LST	
105.00	Total	15.00	
- 0.00	Credit or Adjustment	- 0.00	
- 0.00	Prepaid Amount	- 0.00	
105.00	Amount Due	15.00	

Remember that payment in full must be received on or before the due date, otherwise, you will be subject to additional charges.

Payment Date: 11/5/2010 [Change Date](#) Total Amount to Pay: 120.00

Select Payment Option Cancel

The Payment Options screen is the last step in making a payment. Select the method of payment you wish to use by clicking the applicable radio button.

PAYMENT OPTIONS

Payment Date

Payment Amount

PAYMENT SOURCE

Pay By Check

Pay Online (An additional fee will be charged for this service)

ACH

Request Payment Plan

Bankruptcy

Check here if you want us to remember these settings

Choosing Pay By Check will allow you to print a Payment Coupon with the Payment Voucher to send in to the Tax Office with your payment.

Pay By Check

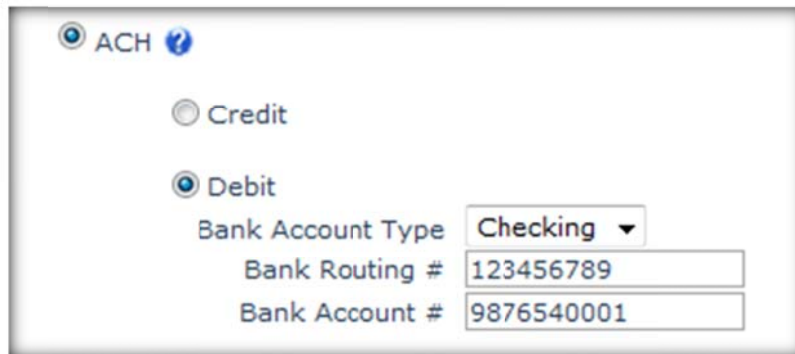
If you choose Pay Online, you will be redirected to a third party website to make this payment. Please note that an additional fee is charged for this service.

Pay Online (An additional fee will be charged for this service)

Pay By Credit Card

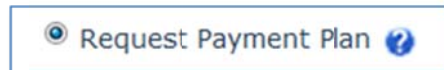
Pay By Check

Check with the Tax Office before choosing ACH Credit to verify it is allowed. If you choose ACH Debit, make sure you include the Bank Routing and Account information.



A screenshot of a web form for ACH Debit payment. At the top, there is a radio button selected for "ACH" with a help icon. Below it are two radio buttons: "Credit" (unselected) and "Debit" (selected). Under "Debit", there are three input fields: "Bank Account Type" is a dropdown menu with "Checking" selected; "Bank Routing #" is a text box containing "123456789"; and "Bank Account #" is a text box containing "9876540001".

If you choose Request Payment Plan, the Tax Office will contact you to set up the plan. Your submission will not be considered as received until a formal payment plan is setup.



A rectangular button with a blue border and a light blue background. It contains a radio button that is selected, followed by the text "Request Payment Plan" and a small blue help icon.

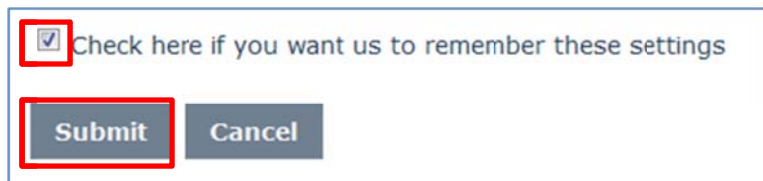
If your business has filed Bankruptcy, complete all information under the selection.



A screenshot of a web form for Bankruptcy information. At the top, there is a radio button selected for "Bankruptcy" with a help icon. Below it are two columns of input fields. The left column contains: "Case #" (3:2010cv02188), "Court Claim #" (12345), "Filing Date" (October 1, 2010), "Court of Jurisdiction" (Middle District Court), and "State Of Filing" (PA). The right column contains: "Address 1" (123 COURTHOUSE ROAD), "Address 2" (empty), "City" (HARRISBURG), "State" (PA), and "Zip Code" (17777 -).

Check the box at the bottom of the screen to save the payment option settings.

Click Submit to finalize your payment.



A form with a blue border. At the top, there is a checked checkbox followed by the text "Check here if you want us to remember these settings". Below this are two buttons: "Submit" and "Cancel". Both the checkbox and the "Submit" button are highlighted with red boxes.

Once you have submitted your payment, the following screen will be displayed. Click Print Voucher to print the payment voucher.

PAYMENT PROCESSED

Your Voucher Number: 12579

This number will be used to track your payment.
Please print this information for your personal records.

Print Voucher
Return To Registration
Log Off

A sample Payment Voucher is shown below.

RBA eReporting System

PAYMENT VOUCHER

Payment Voucher ID #: 12579 11/5/2010 12:00:00AM

Payment Method: Check. Please mail attached coupon with payment.

Remember that payment in full must be received on or before the due date, or you will be subject to additional charges.

Submission Summary

	<u>EIT</u>	<u>LST</u>	<u>Total EIT and LST</u>
Tax Withheld	105.00	15.00	120.00
Interest	0.00	0.00	0.00
Penalty	0.00	0.00	0.00
Taxes SubTotal	105.00	15.00	120.00
Credit/Adjustment	0.00	0.00	0.00
Prepaid Amount	0.00	0.00	0.00
Total Amount to Pay	105.00	15.00	120.00

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

Submission Details

<u>- Submission -</u>		<u>----- Earned Income Tax -----</u>				<u>----- Local Service Tax -----</u>			<u>Taxes</u>
<u>ID</u>	<u>Period</u>	<u>Wages</u>	<u>Withheld</u>	<u>Penalty</u>	<u>Interest</u>	<u>Withheld</u>	<u>Penalty</u>	<u>Interest</u>	<u>SubTotal</u>
MITH STORES - STORE #1									
1097	2010/3	10,500.00	105.00	0.00	0.00	15.00	0.00	0.00	120.00
Location Total		10,500.00	105.00	0.00	0.00	15.00	0.00	0.00	120.00

A sample Payment Coupon to mail in with your Check payment is shown below.

RBA eReporting System PAYMENT COUPON	
Please enclose this voucher with your payment.	
Payment Voucher ID #: 12579	11/5/2010 12:00:00AM
Please Send Payments To: STATE COLLEGE BOROUGH TAX OFFICE 243 SOUTH ALLEN STREET STATE COLLEGE, PA 16801-4864	Total EIT Tax Due: 105.00 Total LST Tax Due: 15.00 Total Amount to Pay: <u> \$120.00</u> Amount Enclosed: _____
The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.	