



COMMONWEALTH OF PENNSYLVANIA
THE DEPARTMENT OF REVENUE

ELECTRONIC FILING PROGRAM GUIDE

For Business Tax Returns and Payments

Pennsylvania
Department of

REVENUE

commerce



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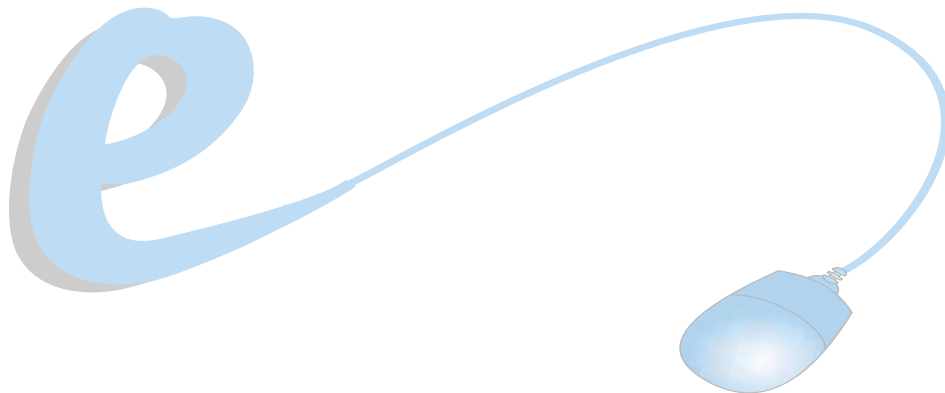
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REGISTRATION FORMS:

AUTHORIZATION AGREEMENT FOR ELECTRONIC TAX PAYMENTS
ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT
ELECTRONIC DATA INTERCHANGE (EDI) CUSTOMER PROFILE



INTRODUCTION

This booklet provides you with specific electronic filing information concerning taxpayer requirements, options, and answers to some basic questions. If you have additional questions or would like further information after carefully reading this booklet, contact the PA Department of Revenue, Office of E-Commerce, Dept. 280908, Harrisburg, PA 17128-0908, or for electronic filing calls only, telephone 1-800-892-9816. Services for taxpayers with special hearing and speaking needs: 1-800-447-3020 (TT Only).

Retain this booklet for future reference

The requirement to remit tax payments electronically applies to payments of \$20,000 or more. For a listing of applicable taxes, see Appendix 1, page 11.

Electronic Tax Payments – Electronic Funds Transfer Program

By regulation, the PA Departments of Treasury and Revenue have implemented a program that enables taxpayers to remit tax payments through electronic funds transfer (EFT).

The advantages of making payments electronically are:

- Elimination of the cost and time to generate and sign checks.
- Reduction of postage fees.
- Knowledge of exactly when your account will be debited.

Electronic Tax Returns and Payments – PA TIDES Program

The PA Department of Revenue now has available free personal computer based software to file your business tax returns and payments together electronically. The software is called PA Tax Information Data Exchange System (PA TIDES). PA TIDES is designed to make filing and paying taxes quick, easy, error-free and cost effective. Currently, PA TIDES is available to file your Sales and Use, Motor Fuels, and Employer Withholding tax payments and returns electronically.

The advantages of filing your tax returns and payments using PA TIDES are:

- Saves time and postage
- Allows the simultaneous filing of returns and payments
- Reduces filing and processing errors
- Calculates the tax due
- Imports data from other applications
- Expedites processing of returns and payments
- Provides you with acknowledgments that your returns and payments have been received
- Ability to file for more than one account and multiple tax types
- Provides complete audit trail of returns, payments and acknowledgments

All you need to use PA TIDES software is a 386 processor or higher, hard disk space, Windows and a modem.

Note: If you choose not to use PA TIDES and would like to develop electronic filing software on your own, or purchase electronic filing software from a vendor, the Department can provide you with the necessary specifications or a list of software vendors.

Important

- (1) **Do not** remit withholding of PA Personal Income Tax from nonresident partners or shareholders through these Programs. PA Personal Income Tax is not subject to this requirement. These payments must continue to be made conventionally.
- (2) **Do not** make payments on amended returns, supplemental returns, delinquent notices, pre-assessment or assessment notices through these Programs. These payments must continue to be made conventionally (check) and attached to the return/notice when filed. Returns and Payments to be made electronically are for "original" filing documents.
- (3) **Do not** make one payment for two or more different tax types or payment types.

ENROLLMENT

Prior to enrolling in the EFT and PA TIDES programs, a business/enterprise must register for taxes and services administered by the PA Department of Revenue; (... Employer Withholding, Sales Tax). Complete a Pennsylvania Enterprise Registration Form PA-100 as applicable and forward it to the Department or **register** on-line at <http://www.revenue.state.pa.us>

Electronic Tax Payments – Electronic Funds Transfer Program

If you meet or exceed the \$20,000 payment threshold, you are required to register for EFT. The EFT Authorization Agreement is located in the back of this booklet.

The EFT Authorization Agreement must be completed, signed, and returned to the PA Department of Revenue, Office of E-Commerce, Dept. 280908, Harrisburg, PA 17128-0908. Receipt of the completed Authorization Agreement by the Department of Revenue will establish the enrollment of a taxpayer for remitting tax payments electronically. Enrollment in the program via the Authorization Agreement provides the Department of Revenue with critical information needed to monitor your original tax liability payments.

The Department of Revenue needs approximately 30 days to register a taxpayer prior to making electronic tax payments.

Electronic Tax Returns and Payments - PA TIDES Program

Before you begin remitting your tax returns and payments electronically, complete and sign the following registration forms located in the back of this booklet.

- Authorization Agreement for Electronic Tax Payments. (Complete only if you are not currently registered with the Department to remit your tax payments electronically).
- Trading Partner Agreement (form must be notarized)
- Electronic Data Interchange (EDI) Customer Profile.

Return the registration forms to the PA Department of Revenue, Office of E-Commerce, Dept. 280908, Harrisburg, PA 17128-0908. Receipt of the completed forms by the PA Department of Revenue will establish the enrollment of a taxpayer for remitting tax returns and payments electronically.

You may contact the Department's Office of E-Commerce at 1-800-892-9816 to perform a test filing. This will help to familiarize you with creating and transmitting returns/payments.

Please allow at least a month for the capability to file a production return/payment.

NOTE: If you prefer not to use PA TIDES software to send your tax payments electronically, you may choose to remit your electronic tax payments separate from your electronic returns by using one of the electronic payment method procedures (ACH Debit or ACH Credit) offered through the Electronic Funds Transfer Program. However, the Department recommends for accuracy and convenience that you remit your tax payments and returns together, electronically through the PA TIDES Program.

PAYMENT METHODS

Failure to comply with one of the electronic methods or paper method will result in a penalty equal to 3% of the total tax due, not to exceed \$500. (see "Penalty" section page 7.)

Electronic Methods

ACH Debit

If you select the **ACH Debit** payment method on the Authorization Agreement, the PA Department of Revenue will perform a pre-notification test based on the transit routing (ABA) number and bank account number provided. The pre-notification test is an industry safeguard used to verify the accuracy of transit routing (ABA) numbers and bank account numbers before any money is actually transferred. You will be provided with detailed reporting instructions to make a tax payment after you enroll with the Department of Revenue to use this payment method. A separate set of **reporting instructions** containing a unique access code, (Information Reporting ID Number) is provided for each type of tax. These reporting instructions will be mailed to you after your Authorization Agreement is processed by the Department of Revenue.

To remit taxes via ACH Debit, you simply place a toll-free call to the Commonwealth's Data Collection Center and provide the appropriate tax payment information. To avoid charges for late payments, the call must be completed by 4:45 p.m. Eastern Time, at least one business day prior to the tax due date. When the call is complete, a reference number is provided. Maintain this reference number in the event there is ever a concern with the transfer of a payment. At such time, the reference number would be used to prove that a timely and complete effort was made to remit the tax due. ACH Debit is a quick, convenient way of paying taxes. ACH Debit has a low error rate, requires minimal data to be provided, provides a unique access code and has no taxpayer-related expenses. Before selecting this payment method, you must verify that your financial institution can provide a valid ACH end point for ACH Debit transactions.

NOTE: If you will be using PA TIDES to transmit your tax returns and payments together electronically, no telephone call is needed. The software will create your payment for you. You will receive telephone reporting instructions to use as an emergency backup method only.

Warehousing Service

A service known as **warehousing** is available to taxpayers using the ACH Debit payment method. Warehousing allows you to initiate your electronic tax payment up to 365 days in advance of the payment due date. Warehousing stores the transaction so that your bank account will not be debited until the specified payment due date.

This service is especially convenient in situations where you are unable to initiate a payment on the business day prior to the due date and will help to decrease the chance of late payments.

If you would like to change to the ACH Debit method to take advantage of this service, please contact the Department's Office of E-Commerce at **1-800-892-9816**, for electronic filing calls only.

Services for taxpayers with special hearing and speaking needs: **1-800-447-3020 (TT Only)**.

Please see the "Tax Document Filing Requirements" section, pages 5 and 6, for specifics on filing your tax documents.

ACH Credit

If you select the **ACH Credit** payment method on the Authorization Agreement, the PA Department of Revenue will provide you with the Commonwealth's bank account number and transit routing (ABA) number established for your electronic payment deposits. This information is provided after you enroll with the Department of Revenue to use this payment method. You are then required to perform a pre-notification test through your financial institution against the Commonwealth's bank account. The pre-notification will verify the accuracy of the Commonwealth's bank account information. Pre-notifications are "zero dollar" transactions that your financial institution will originate for you.

To remit taxes through the ACH Credit payment method, you pay the associated costs. To avoid charges for late payments, the credit transaction must be initiated at least one business day prior to the tax due date. Please check with your financial institution to verify their cut-off time to ensure payment by the tax due date. It is important to work closely with your financial institution to ensure that the required ACH "TXP" CCD+ (Cash Concentration or Disbursement Plus format) information is transmitted with each tax payment. Before selecting this payment method, verify that your financial institution can originate ACH Credit transactions in the CCD+ format. Failure to provide all the TXP information, and provide it in the proper format, may result in the improper and/or untimely application of your tax payment. For a copy of the TXP Addendum Convention and an explanation of the required data elements, see Appendix 1.

Please see the "Tax Document Filing Requirements" section, pages 5 and 6, for specifics on filing your tax documents.

Paper Method

Certified / Cashiers Check

NOTE: Use of this payment method, does not excuse your obligation to register. You must complete and return an EFT Authorization Agreement.

To remit taxes via Certified or Cashiers check, you **must** deliver your tax payment and appropriate paper filing document (e.g., tax return, report or deposit statement) in person or by courier (overnight delivery service organizations are acceptable for this requirement) to the **PA Department of Revenue, Bureau of Business Trust Fund Taxes, EFT Unit, Ninth Floor, Strawberry Square, Fourth and Walnut Streets, Harrisburg, PA 17128-0908** on or before 4:00 p.m. eastern time, on the tax due date. Delivery to any other PA Department of Revenue or Commonwealth location does not meet the requirements of this program. There is no written acknowledgement provided for this method.

EMERGENCY METHODS

Pre-Approved FedWire

The FedWire payment method is being offered by the PA Department of Revenue for emergency situations and only upon prior approval of the Department of Revenue. When approved to use this backup payment method, please check with your financial institution to verify the cut-off time to ensure payment on the tax due date.

Remember:

- FedWire is not a routine method of payment.
- FedWire **must** be **pre-approved** by the PA Department of Revenue.
- Each reporting account is restricted to two FedWire requests per year.
- Each account must be registered to use ACH Debit, ACH Credit, or
- the Certified/Cashier's Check payment method.

For approval and wiring instructions, contact the PA Department of Revenue, Office of E-Commerce at **1-800-892-9816, for electronic filing calls only**. Services for taxpayers with special hearing and speaking needs: **1-800-447-3020 (TT only)**.

TAX DOCUMENT FILING REQUIREMENTS

If you are not using PA TIDES to file your tax documents electronically, you must follow the instructions for filing paper tax documents below

Except for the taxes noted below, all tax document filing requirements remain the same. If a tax document required is not filed by the due date, the provisions for late filing penalties, interest and loss of collection (discount) allowance will apply as provided by law.

Employer Withholding Tax

Semi-Monthly and Monthly Filers. If you remit payments via ACH Debit or ACH Credit, **do not** file the Employer Deposit Statement of Withholding Tax (PA-501). However, you **must** continue to file the Employer Quarterly Return of Withholding Tax (PA-W3).

Quarterly Filers. If you remit payments via ACH Debit or ACH Credit, you **must** continue to file the Employer Quarterly Return of Withholding Tax (PA-W3).

All Type Filers. If you remit payments via Certified/Cashiers Check, you **must** continue to file all paper deposit statements and returns with your remittance.

In addition, you must make a separate payment for each of your tax types. If you are using the ACH Credit payment method, see Appendix 1 and 2. If you are using the ACH Debit payment method, you will receive separate reporting instructions from the Department.

Capital Stock/Franchise and Corporate Net Income Tax

If you remit payments via ACH Debit or ACH Credit, **do not** file the Estimated Tax Payment coupon (REV-857) or the Annual Extension Request coupon (REV-853). However, you **must** continue to file the PA Corporate Tax Report (RCT-101). If no payment is due and an extension is needed, you **must** still file the Annual Extension Request coupon (REV-853). You no longer may request a change in your **TAX YEAR END** using the Annual Extension Request coupon (REV-853). To request such a change in your **TAX YEAR END**, use the Filing Period Change coupon (REV-854).

If you remit payments via Certified/Cashiers Check, you **must** continue to file all paper coupons and tax reports.

In addition, you must make a separate payment for each of your other Corporate Tax types. If you are using the ACH Credit payment method, see Appendix 1 and 2. If you are using the ACH Debit payment method, you will receive separate reporting instructions from the Department.

Mutual Thrift Institutions Tax

If you remit payments via ACH Debit or ACH Credit, **do not** file the Mutual Thrift Estimated Payment coupon (REV-235) or the Annual Extension Request coupon (REV-424). However, you **must** continue to file the Net Income Tax Report (RCT-143). If no payment is due and an extension is needed, you **must** still file the Annual Extension Request coupon (REV-424).

If you remit payments via Certified/Cashiers Check, you **must** continue to file all paper coupons and tax reports.

In addition, you must make a separate payment for each of your other Corporate Tax types. If you are using the ACH Credit payment method, see Appendix 1 and 2. If you are using the ACH Debit payment method, you will receive separate reporting instructions from the Department.

Corporation/Specialty Tax

If you remit payments via ACH Debit or ACH Credit, **do not** file the Specialty Taxes Tentative Payment coupon (REV-422/REV-423) or the Annual Extension Request coupon (REV-424/REV-425/REV-426). However, you must continue to file the Annual Report Transmittal (REV-856S) and the Corporate Officers Information (REV-1605). If no payment is due and an extension is needed, you **must** still file the Annual Extension Request coupon (REV-424/REV-425/REV-426).

If you remit payments via Certified/Cashiers Check, you **must** continue to file all paper coupons and tax reports.

If you are using the ACH Credit payment method, see Appendix 1 and 2. If you are using the ACH Debit payment method, you will receive separate reporting instructions from the Department.

Foreign Fire and Foreign Casualty Insurance Premiums Tax

If you remit payments via ACH Debit or ACH Credit, **do not** file the Annual Extension Request coupon (REV-424/REV-425/REV-426). However, you must continue to file the Gross Premiums and Annuity Consideration Tax Report (RCT-121) and the Annual Report Transmittal (REV-856S). If no payment is due and an extension is needed, you **must** still file the Annual Extension Request Coupon (REV-424/REV-425/REV-426).

If you remit payments via Certified/Cashiers Check, you **must** continue to file all paper coupons and tax reports.

In addition, you must make a separate payment for each of your other Corporate Tax types. If you are using the ACH Credit payment method, see Appendix 1 and 2. If you are using the ACH Debit payment method, you will receive separate reporting instructions from the Department.

Marine Insurance Premiums Tax

If you are making payments of Insurance Premiums Tax and Marine Insurance Premiums Tax, you must make separate payments using the applicable tax type codes found in Appendix 1.

In addition, you must make a separate payment for each of your other Corporate Tax types. If you are using the ACH Credit payment method, see Appendix 1 and 2. If you are using the ACH Debit payment method, you will receive separate reporting instructions from the Department.

CHECK THE "EFT" BLOCK NEXT TO THE PAYMENT LINE ON YOUR TAX DOCUMENT (E.G., RETURN, REPORT OR DEPOSIT STATEMENT) TO INSURE PROPER HANDLING OF THE DOCUMENT. IF NO BLOCK IS PROVIDED, WRITE "EFT" NEXT TO THE PAYMENT LINE.

NON-COMPLIANCE PENALTY

Failure to comply with electronic tax payment filing requirements may result in the assessment of a penalty equal to 3% of the total tax due, not to exceed \$500. For purposes of enforcement, "Total Tax Due" is the payment/remittance amount.

The penalty may be imposed on all payments greater than \$20,000 that are not presented to the PA Department of Revenue via an approved payment method. Approved methods are:

- ACH Debit
- ACH Credit
- Certified/Cashiers Check delivered in person or by courier with the appropriate tax return, report or deposit statement on or before 4:00 p.m. Eastern Time, on the tax due date.

FedWire payments, under emergency situations, are restricted to two pre-approved payments per year. Subsequent FedWire payments may be subject to penalty.

QUESTIONS & ANSWERS

1. What do I do if I receive several Authorization Agreements from the PA Department of Revenue?

Complete and return all of them to the PA Department of Revenue. Each EFT Authorization Agreement relates to a different tax that you now are required to remit electronically.

2. When do I begin paying taxes through the EFT Program?

You will begin making payments through the EFT Program in accordance with the written instructions for remitting tax payments electronically. The PA Department of Revenue will provide you with instructions after you have enrolled in the program to use ACH Debit or ACH Credit. If unable to file via one of these electronic methods, follow the Certified/Cashier's Check payment method procedures on page 4 for payments of \$20,000. or more.

3. What do I need to do if I want to make changes to my original Authorization Agreement? How do I report changes to my financial institution or contact name, address and telephone number?

You must file a new Authorization Agreement for changes in payment method, contact, or banking information (ACH Debit only). For your convenience, there is an Authorization Agreement located in the back of this booklet. Forms are also available on the Department's website at <http://www.revenue.state.pa.us> or by contacting the Department's Office of E-Commerce at 1-800-892-9816. Services for taxpayers with special hearing and speaking needs: 1-800-447-3020 (TT Only). If using PA TIDES, the Authorization Agreement form is available on the software.

4. When do I initiate my electronic tax payment if the tax due date falls on a bank holiday or weekend and the payment method is ACH Debit or ACH Credit?

If a payment due date falls on a bank holiday, the day after the bank holiday, or weekend, the tax payment must be initiated the business day prior to the bank holiday or weekend so that funds are available immediately on the first business day after the bank holiday or weekend. See the bank holiday listing, Appendix 5.

Example: If your tax payment is due on Monday, September 6, Labor Day and a bank holiday, you must place your call or initiate the transaction on Friday, September 3, which is the last business day prior to the tax due date. Funds, however, would not be debited from your account until Tuesday, September 7.

5. What if I did not make arrangements to initiate my electronic tax payment on the previous day for ACH Debit or ACH Credit, or I experienced transmission problems?

If there is a problem experienced with payments being made through the EFT or PATIDES Program, contact the Department's Office of E-Commerce at **1-800-892-9816**. Services for taxpayers with special hearing and speaking needs: 1-800-447-3020 (TT Only). You will be given alternative payment method instructions to follow for making your electronic payment.

6. Is it possible to change previously reported electronic payment information?

Yes, if using the ACH Debit payment method, under the EFT Program, the change must be reported prior to the Data Collection Center's daily cut-off time of 4:45 p.m. Eastern Time. Correction procedures and dialogs are provided with the reporting instructions in the "Can I change or cancel a previous tax payment report" under the Questions and Answers section.

If using the ACH Credit payment method under the EFT Program or PA TIDES Program contact the Office of E-Commerce at **1-800-892-9816**.

7. Can I use a Certified or Cashier's check once I have selected the ACH Debit or ACH Credit payment method?

Yes, although to credit your account properly, you should not switch back and forth between electronic and paper tax payment methods.

8. If I am filing a late tax document (e.g.: return, report or deposit statement) for periods prior to my enrollment in the electronic filing program, must I make my payment electronically?

Yes, if the payment amount meets the \$20,000 payment threshold and is for an "original" filing document.

9. If I am using the EFT Program and have not called the Data Collection Center to complete my report prior to 4:45 p.m. Eastern Time, at least one business day prior to the due date, will my payment be transferred timely?

No, your call must be completed by 4:45 p.m., Eastern Time, at least one business day prior to the tax due date to ensure timely payment filing.

10. If I am using the PA TIDES Program and I have not transmitted my electronic return and payment prior to 1:00 p.m. Eastern Time, one business day prior to the due date, will my return and payment be timely?

No. When remitting your return and payment using the PA TIDES Program, you must complete your transmission at least one business day prior to the tax due date and before 1:00 p.m., Eastern Time. When remitting your return only using the PA TIDES program, you have until 1:00 p.m., Eastern Time, on the tax due date to complete your transmission. Payments on these transactions must be initiated electronically using the EFT program.

11. If I am registered to remit electronically and my tax payment is less than \$20,000, must my payment be remitted electronically?

No. Tax payments less than \$20,000 are not required to be remitted electronically. These payments can continue to be made conventionally (check) and attached to the paper tax document. However,

taxpayers that make tax payments electronically find it easier and convenient to make all payments electronically no matter what the payment amount. Only those tax payments equal to or greater than \$20,000 are required to be remitted electronically.

12. If I am required to file my tax payment electronically, must I participate in the PA TIDES program?

No. At this time, PA TIDES is voluntary. When you are required to remit your tax payment electronically for any of the tax types available on PA TIDES (Sales Tax, Motor Fuels Tax and Employer Withholding Tax), you will find it easier, faster, and more cost effective to participate in PA TIDES to meet both payment and document filing requirements in this one easy step process.

13. If I received an Authorization Agreement and I do not anticipate making a payment of \$20,000 or more, in the future, do I still have to register with the PA Department of Revenue?

Yes, you are still required to register to remit electronically. However, you are only required to remit tax payments of \$20,000 or more electronically. See "EFT Penalty" section, page 7.

14. May I participate in the electronic filing programs even though I do not meet the \$20,000 payment threshold to be considered as a required participant?

Yes, you may participate voluntarily. Interested taxpayers should contact the PA Department of Revenue, Office of E-Commerce, Dept. 280908, Harrisburg PA 17128-0908 or telephone at **1-800-892-9816**. Services for taxpayers with special hearing and speaking needs: **1-800-447-3020 (TT Only)**.

15. What happens if I fail to make timely electronic payments or timely file my return?

The provisions for late filing penalties, interest and loss of collection allowance will apply as provided by law.

16. If I am located in Canada and cannot access the Data Collection Center via the toll-free number listed on the yellow or blue shaded Touch - Tone Reporting Instructions sheet, how do I contact the Center?

Backup instructions, printed on white paper, have been mailed to you under separate cover. Use the BACKUP toll-free number **1- 800-234-5653** as listed under Step 1, on the 'Operator Assisted Reporting Instructions'.



ACH CREDIT – APPENDIX 1

TPX ADDENDUM (CCD+) CONVENTION

ACH 5 Record Positions 41-50 should contain the name of the taxpayer, not 'DEPARTMENT OF REVENUE'

ACH 7 Record Positions 04-83, payment related information, illustrated as follows.

Field #	Field Name (Data Element & Separators)	Field Requirement	Data Element Type	Min/Max Use	Contents
	Segment Identifier	M			TXP
	Separator				*
TXP01	Taxpayer ID	M	AN	1/15	XXXXXXXXXXXXXXXXXX
	Separator				*
TXP02	Tax Type Code	M	ID	1/5	XXXXX
	Separator				*
TXP03	Tax Period End Date	M	DT	6/6	YYMMDD
	Separator				*
TXP04	Amount Type Code	M	ID	1/1	T
	Separator				*
TXP05	Amount	M	N2	1/10	\$\$\$\$\$\$\$CC
	Separator				*
* TXP06	Quarter Code	M	ID	1/1	X
	Separator				*
* TXP07	Payment Type Code	M	ID	1/1	X
	Segment Terminator	M			\

*** TXP06 AND TXP07 ARE MANDATORY FOR CORPORATION TAXES ONLY.**

Corporate taxes are defined as Bank Loans, Bank Shares, Capital Stock/Foreign Franchise, Corporate Loans, Corporate Net Income, Insurance Premiums, Marine Insurance Premiums, Mutual Thrift Institutions, Public Utility Realty, Title Insurance and Trust Company Shares, and Utilities Gross Receipts.

TPX Field Name Contents

Segment Identifier – The literal "TXP" **must be** entered in this field to identify the transaction as a tax payment.

Separator – An asterisk (*) **must be** entered in this field to separate the data elements.

Taxpayer Identification (TXP01) – The account identification number (e.g.: the 8-digit Account Number for Employer Withholding Tax, the 8-digit Sales Tax License Number for State and Local Sales Tax, the 7-digit Corporate Tax Box Number for Corporation Taxes, the 11-digit Account Number for Liquid Fuels and Fuel Taxes) for the tax type being paid must be entered in this field. THIS FIELD MUST BE LEFT JUSTIFIED WITH UNUSED POSITIONS EITHER SUPPRESSED OR BLANK.

Tax Type Code (TXP02) – The tax type code to identify the tax type being paid must be entered in this field. A listing of valid tax type codes is provided in the next section. Positions 1 and 2 are alpha characters. Positions 3, 4 and 5 are numeric characters.

Corporation Tax TypesTax Type Codes

Bank Shares, Title Insurance and Trust Company Shares	BA000
Bank Loans (optional)	BL000
Capital Stock/Foreign Franchise	CS000
Corporate Loans Tax (optional)	LN000
Corporate Net Income	CN000
Insurance Premiums	IP000
Marine Insurance Premiums	MI000
Mutual Thrift Institutions	MU000
Public Utility Realty	PU000
Utilities Gross Receipts	GR000

Tax TypesTax Type Codes

Cigarette Stamp Agents	CG000
Employer Withholding	EM340
Liquid Fuels and Fuels Tax	MF000
Malt Beverage	MB000
Motor Carriers Road Tax	MC040
Pari-Mutuel Racing Associations	PM000
Sales and Use (State, Allegheny and/or Philadelphia combined)	ST301

Tax Period End Date (TXP03) – The tax period end date **must be** entered to identify what time period the payment covers. **THE TAX PERIOD END DATE SHOULD NOT BE CONFUSED WITH THE TAX DUE DATE.** The format for the tax period end date is YYMMDD. **YY** is the last two digits for the year (00-99), **MM** is the numeric value of the month (01-12) and **DD** is the numeric value of the day (01-31).

Amount Type Code (TXP04) — The literal **"T"** for tax must be entered in this field.

Amount (TXP05) – The dollar amount being paid must be entered in this field. **THE AMOUNT FIELD MUST INCLUDE CENTS (cc).** Do not include the dollar sign (\$), comma (,), or decimal point (.) between the dollar amount and cents. For example, \$50,000.00 is formatted as 5000000.

Quarter Code (TXP06) – MANDATORY FOR CORPORATION TAXES ONLY. Do not leave this field blank. The quarter code must be entered in this field to identify the quarter the payment covers. Valid quarter codes for estimated payments are "1" for first quarter, "2" for second quarter, "3" for third quarter and "4" for fourth quarter. For an annual payment, tentative payment or extension of time to file an annual return, the quarter code is "0".

Payment Type Code (TXP07) – MANDATORY FOR CORPORATION TAXES ONLY. Do not leave this field blank.

The payment type code **must be** entered in this field to identify the type of payment. For an Annual payment, the payment type code is **"A"**; for a quarterly Estimated payment or a tentative payment, the payment type code is **"E"**, and, for an eXtension of time to file an annual return, the payment type code is **"X"**.

If you are a Foreign Fire or a Foreign Casualty Insurance Premiums taxpayer making annual tax payments, the payment type code is "A" for the Retaliatory Tax and "X" for the Restricted Tax.

If you are making payments of Insurance Premiums Tax and Marine Insurance Premiums Tax, you must make separate payments using the applicable tax type codes listed above.

Segment Terminator – A backslash (\) **must be** entered in this field to terminate the segment or the record.

TPX Addendum Format

Field Requirement – The field requirement of a field indicates whether the field is mandatory (**M**).

M (Mandatory) – This field requirement identifies a field that **must** appear in the convention.

Data Element Type – The data element type of a field identifies the type of information contained in the field. For instance, AN, DT, ID, N2.

AN – The string type data element is symbolized by the representation, **AN**. Contents of string type data elements can consist of alphanumeric characters. The contents **must be** left justified. Trailing (unused) spaces must be suppressed or blank.

DT – The date type data element is symbolized by the representation, **DT**. The format for the date type is **YYMMDD**.

YY is the last two digits of the year (00-99),

MM is the numeric value of the month (01-12), and

DD is the numeric value of the day (01-31).

ID – The identifier type element is symbolized by the representation, **ID**. An identifier data element **must** always contain a value from a pre-defined list of values.

N2 – The numeric type data element is symbolized by the two-position representation **N2**. **N** indicates numeric and **2** indicates the decimal places to the right of a fixed, implied decimal point. The decimal point **is not** transmitted. This number will always be positive for the **TXP** application. For example, \$32,000.00 would appear as **320000**.

Min/Max Use – The min/max use of a field specifies the minimum length and maximum length of a particular field. For example, 1/5 indicates that the field **must** carry at least one (1) character but no more than five (5).

EXAMPLES OF REQUIRED "TPX" INFORMATION – APPENDIX 2

ACH 7 Record Positions 04-83, payment related information, illustrated as follows.

- (1) Calendar year filer's 2nd quarter estimated Corporate Net Income Tax payment of \$50,000.00 for tax year ending December 31, 1999.

TXP*1234567*CN000*991231*T*5000000*2*E

- (2) Calendar year filer's annual Capital Stock Tax payment of \$140,000.00 for tax year ending December 31, 2000.

TXP*1234567*CS000*001231*T*14000000*0*A

- (3) Tentative Insurance Premiums Tax payment of \$250,000.00 for tax year ending December 31, 2000.

TXP*1234567*IP000*991231*T*25000000*0*E

- (4) Employer Withholding Tax payment of \$16,498.24 for tax period ending August 31, 1999.

TXP*12345678*EM340*990831*T*1649824

account number is 8-digits effective 09/98 - do not use 9-digit EIN

- (5) Liquid Fuels and Fuels Tax payment of \$44,628.18 for tax period ending October 31, 1999.

TXP*123456789*MF000*991031*T*446168

account number is 9-digit EIN effective 11/97

- (6) State, Allegheny and/or Philadelphia Sales Tax payment of \$66,949.02 for tax period ending January 31, 2000.

TXP*12345678*ST301*000131*T*6694902

- (7) Motor Carriers Road Tax payment of \$44,628.18 for tax period ending October 31, 1999.

TXP*12345678900*MC040*991031*T*4462818

account number is 11-digits (EIN + 2 digit fleet number effective 10/95)

- (8) Cigarette Stamp Agents payment of \$78,545.57 for tax period ending January 31, 2000.

**TXP*1234*CG000*000131*T*7854557 **

DOWNLOAD PA TIDES – APPENDIX 3

You can obtain PATIDES from either the Department's:

- Home page on the Internet at <http://www.revenue.state.pa.us>
- Bulletin Board System (BBS) toll-free at 1-877-712-5383

To download PATIDES from the:

Internet

- ➔ Access the Department's electronic services at <http://www.revenue.state.pa.us/eservices/index.html>
- ➔ Click on **"Business Tax eServices"**.
- ➔ Select and click on "PA TIDES Business Tax Electronic Filing."
- ➔ At the PATIDES screen, double click on "Download".
- ➔ Select "Save this program to disk". Enter the drive and directory/folder to download (e.g., C:\temp).
- ➔ **Follow the instructions below to setup in Windows.**

BBS

- ➔ With your communications software dial 1-877-712-5383.
- ➔ What is your first name?(First Name)↵
- ➔ What is your last name?(Last Name)↵
- ➔ *If this is your first time logging on, you will receive a message:*
- ➔ "Your name (Name) was not found in the user data base."
- ➔ Is your name spelled correctly [Y/N]?(Y)↵
- ➔ Please select a password: (Create a password)↵
- ➔ Re-enter: (Re-enter password)↵
- ➔ Company? (Company Name)↵
- ➔ "Good Morning (Name) you are caller (#)."
- ➔ Press [Enter] to continue?↵
- ➔ Menu appears:
 - D – Download PATIDES software
 - P – Download PA Modem
 - G – Hang-up and Good-bye
- ➔ Main Menu command >>(D)↵

- ➔ [D] Download file, [M] Mark file, [Q] Quit?(D)↵
File: patides.exe
Transfer time (minutes), (seconds)
- ➔ Download file [Y/N]?(Y)↵
- ➔ Please select a protocol: (List of modem types)
Select <Z> Zmodem
Ready to send patides.exe.
Status bar will move from 0-100%.
Patides.exe successful.
- ➔ Press [Enter] to continue?↵
- ➔ Main Menu command >>(G) Good-bye↵
- ➔ Are you sure you wish to logoff [Y/N]?(Y)↵
- ➔ **Follow the instructions below to setup in Windows.**

Instructions to setup Windows:

- ➔ Open Windows Explorer or File Manager (Windows 3.1).
- ➔ Click on the directory/folder to which you downloaded the software (e.g., C:\temp).
- ➔ Double click on PATIDES.EXE.
- ➔ New files will automatically inflate to the current directory/folder or you may have to unzip the files. If prompted to unzip the files, enter the drive and directory/folder to unzip (e.g., C:\temp\patides).
- ➔ Open the directory/folder to which your files were inflated/unzipped (e.g., C:\temp\patides).
- ➔ Double click on SETUP.EXE.
- ➔ Setup is designed to install PA TIDES to C:\PA_TIDES unless you enter another destination drive and directory/folder. Select the tax system application(s) you wish to install. A check [✓] mark indicates the application(s) to be installed. Click on CONTINUE. Status bar will move from 0-100%. PATIDES setup is now complete.

DOWNLOAD YOUR FREE COPY OF PA TIDES NOW AND REDUCE YOUR TAX RETURN PREPARATION COSTS BY REGISTERING TODAY!

PA DEPARTMENT OF REVENUE ELECTRONIC FILING TELEPHONE CONTRACT LIST – APPENDIX 4

Electronic Filing Program and Registration **1-800 – 892 – 9816**
 **(electronic filing calls only)**

Fax for Electronic Filing Program
and Registration 717 – 772 - 4805

Tax Specific Inquiries Telephone Number

Corporate Taxes 717 - 783 - 9510

Employer Withholding Tax 717 - 787 - 4866

Malt Beverage Tax 717 - 783 - 9354

Motor Fuel Taxes:

Liquid Fuels and Fuels Tax 717 - 783 - 0324

Motor Carriers Road Tax 717 - 787 - 5355

Sales, Use and Hotel Occupancy Taxes 717 - 787 - 6318

Services for taxpayers with
special hearing and speaking needs: **1-800-447-3020 (TT Only)**

BANK HOLIDAYS – APPENDIX 5

ELECTRONIC TAX PAYMENTS

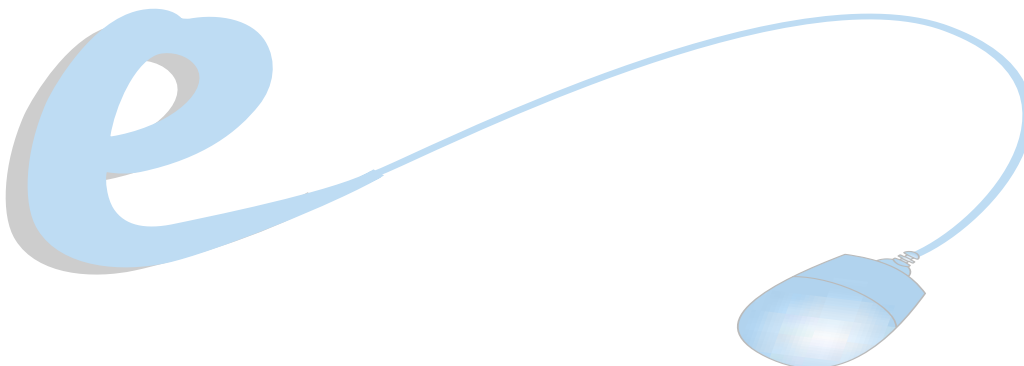
2000 BANK HOLIDAYS

Saturday, January 1, 2000	New Year's Day
Monday, January 17	Martin Luther King, Jr. Day
Monday, February 21	Presidents Day
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Saturday, November 11	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

ELECTRONIC TAX PAYMENTS

2001 BANK HOLIDAYS

Monday, January 1, 2001	New Year's Day
Monday, January 15	Martin Luther King, Jr. Day
Monday, February 19	Presidents Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Sunday, November 11	Veterans Day
Thursday, November 22	Thanksgiving Day
Tuesday, December 25	Christmas Day



Commonwealth of Pennsylvania
Department of Revenue
Office of E-Commerce
Dept. 280908
Harrisburg, PA 17128-0908



AUTHORIZATION AGREEMENT FOR ELECTRONIC TAX PAYMENTS

COMPLETE AND RETURN WITHIN TEN
(10) DAYS OF RECEIPT.

Print in black ink or type.

1 Action requested:

☐ Establish EFT
 ☐ Change Contact Person Name, Business Name or Address
 ☐ Change Payment Method
 ☐ Change Bank Information
 ☐ Add Taxes

2 Business name:

3 Federal EIN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4 Mailing address:

Street and Number or R.D. Number

City

State

Zip Code

5 Enter name and telephone number of individual in your organization that the PA Department of Revenue may contact regarding EFT:

Name - Last	First	Middle Initial	Telephone Number (Include Extension)
			()

6 Check the appropriate block to indicate the EFT payment method:

☐ ACH Debit
 ☐ ACH Credit
 ☐ Certified/Cashier's Check

If you selected the **ACH Debit** option, complete Sections 7, 9 and 10.

If you selected the **ACH Credit** or **Certified/Cashier's Check** option, complete Sections 9 and 10.

7 ACH Debit:

ACH Debit: Enter the bank account information from which tax payments will be drawn using the ACH Debit method. Please attach a voided check or MICR specification sheet to verify your bank account information. **If you use separate bank accounts to make different tax type payments, a separate Authorization Agreement must be completed for each bank account used.** Make a photocopy of this Authorization Agreement, and check the appropriate block(s) in Section 9, on the back of this form, to indicate the tax type(s) which will be paid from the bank account listed.

Bank Name

Street Address

Account Number

City State Zip Code

Transit Routing
(ABA) Number

Type of Account: ☐ Checking ☐ Savings

8 ACH Debit:

ACH Debit taxpayers are registered for **Touch Tone** service to enable the taxpayer to communicate their payment information to the Data Collection Center. Written instructions, provided by the Department are printed on color-coded paper. Touch Tone service enables a taxpayer to enter tax payment information through a touch tone telephone. Pre-recorded human voice conducts taxpayer through a pre-formatted tax payment reporting conversation.

Back up instructions, to contact a live operator, are issued for taxpayer inquiries or cancellation requests.

2 Tax:

Check the appropriate block(s) to indicate the tax(es) you will be paying by EFT. Enter the account number for each tax type checked.

ACH Debit: If you select the ACH Debit option, the tax type(s) checked should fall under the bank account listed in Section 7 from which the payment(s) will be drawn.

1 <input type="checkbox"/> Capital Stock/Franchise Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
2 <input type="checkbox"/> Loans Tax (Optional) – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
3 <input type="checkbox"/> Corporate Net Income Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
4 <input type="checkbox"/> Utilities Gross Receipts Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
5 <input type="checkbox"/> Public Utility Realty Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
6 <input type="checkbox"/> Bank Shares Tax, and Title Insurance and Trust Companies Shares Tax	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
7 <input type="checkbox"/> Bank Loans Tax (Optional) – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
8 <input type="checkbox"/> Mutual Thrift Institutions Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
9 <input type="checkbox"/> Insurance Premiums Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
10 <input type="checkbox"/> Marine Insurance Premiums Tax – 7-digit Pennsylvania Box Number	File (Box) Number <div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div> </div>
11 <input type="checkbox"/> Sales and Use (State and County Combined) – 8-digit Pennsylvania Account Number	License Number <div> <div></div> <div>—</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
12 <input type="checkbox"/> Employer Withholding Tax – 8-digit Pennsylvania Account Number	Account Number <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
13 <input type="checkbox"/> Liquid Fuels and Fuels Tax – 9-digit EIN	EIN <div> <div></div> <div>—</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
14 <input type="checkbox"/> Motor Carriers Road Tax – 11-digit Account Number	Account Number <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
15 <input type="checkbox"/> IFTA–Motor Carriers – 11-digit Account Number	Account Number <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
16 <input type="checkbox"/> Malt Beverage Tax – 3-digit Pennsylvania Account Number	Account Number <div> <div></div> <div></div> <div></div> </div>
17 <input type="checkbox"/> Reserved	Account Number <div> <div></div> <div>—</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

10 Authorized Signature

I certify that the information provided on this form is true and correct, and hereby authorize the PA Department of Revenue to use the above information in direct conjunction with the EFT Program.

Print Name	Last	First	Middle Initial	Title	Date
Signature of above individual				Telephone Number ()	

Make a copy of this completed Authorization Agreement for your records. You may **fax** your completed Authorization Agreement to **717-772-4805** or return it within ten (10) days of receipt to the PA Department of Revenue, Office of E-Commerce, Dept. 280908, Harrisburg, PA 17128-0908.

For additional information telephone **1-800-892-9816 (EFT calls only)**.

Services for taxpayers with special hearing and speaking needs: **1-800-447-3020 (TT Only)**.

ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT

This is an Agreement between the PENNSYLVANIA DEPARTMENT OF REVENUE, hereinafter "the DEPARTMENT", and _____, hereinafter "the TAXPAYER", entered into pursuant to the provisions of Pennsylvania statutory and regulatory law.

The DEPARTMENT and the TAXPAYER agree as follows:

1. The DEPARTMENT authorizes the TAXPAYER to file those Pennsylvania Tax Returns specifically indicated in this agreement, pursuant to Articles II, III, and XI of the Pennsylvania Tax Reform Code of 1971, by means of electronic transmission, for the duration of this Agreement. This Agreement does not alter the due dates for filing returns or the penalties imposed for the failure to timely file complete returns as set forth in the applicable statutes.
2. The signature of the TAXPAYER or its authorized agent affixed to this Agreement shall be deemed to appear on such electronically filed reports or returns, as if so actually appearing.
3. Neither party shall contest the validity or enforceability of the tax returns communicated in electronic form pursuant to this Agreement on grounds related to the absence of paperbased writings, signings or originals. Each tax return communicated in electronic form pursuant to this Agreement shall be considered to be "in writing" and "written" to an extent no less than as if in paper, to be "signed" and to be an original.
4. The term of this Agreement shall be for five (5) years from the date last appearing below. However, if the authorized agent signing such Agreement on behalf of the TAXPAYER leaves the employment of the TAXPAYER or becomes no longer authorized to sign such returns or reports for it, the TAXPAYER'S right to file reports or returns electronically shall automatically be terminated until a new written agreement is signed with the DEPARTMENT. Such termination shall be effective as of the date such authorized agent's authority ends for any reason. Any failure to comply with this term shall result in the TAXPAYER being deemed to have filed an incomplete return.
5. The TAXPAYER'S electronic transmission of such reports and returns must be made in a manner compatible with the DEPARTMENT'S software, equipment and facilities.
6. This Agreement can be amended at any time by the execution of a written addendum to this Agreement by the DEPARTMENT and the TAXPAYER.
7. The DEPARTMENT or the TAXPAYER can cancel this Agreement at any time upon sixty (60) days notice to the other party.
8. This Agreement represents the entire understanding of the parties in relation to the electronic filing of returns and reports.
9. The place of performance of this Agreement is Harrisburg, Dauphin County, Pennsylvania. The provisions of Pennsylvania law shall govern it.

FEDERAL ID# (EIN/SSN)

--	--	--	--	--	--	--	--	--	--

Check the appropriate block(s) to indicate the tax(es) that will be filed by EDI. Enter the account number for each tax type checked. Sign and date the agreement.

<input type="checkbox"/> Sales and Use Tax					Account No.													
					<table border="1"><tr><td></td><td></td><td>—</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							—						
		—																
<div>Authorized Signature:</div> <div>Print Name Last First Middle I.</div>					<div>Title Date</div>													
Signature of Above Individual					Telephone Number ()													

<input type="checkbox"/> Employer Withholding Tax					Account No.													
					<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													
<div>Authorized Signature:</div> <div>Print Name Last First Middle I.</div>					<div>Title Date</div>													
Signature of Above Individual					Telephone Number ()													

<input type="checkbox"/> Motor Fuels Tax					Account No.													
					<table border="1"><tr><td></td><td></td><td>—</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							—						
		—																
<div>Authorized Signature:</div> <div>Print Name Last First Middle I.</div>					<div>Title Date</div>													
Signature of Above Individual					Telephone Number ()													

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year listed below.

STATE OF _____ :
COUNTY OF _____ :ss

On this day of , before me, a Notary Public in and for the county and state aforesaid, personally appeared the individual identified above who acknowledged that he executed the foregoing instrument.

Sworn to and subscribed before me
this day of .

Notary Public

My Commission Expires: _____



CUSTOMER PROFILE

DEPARTMENT / VAN USE ONLY

GS02 MAILBOX ID	
ISA05 QUALIFIER:	01
ISA07 QUALIFIER:	01
ISA08 RECEIVER ID:	796097806
LOGIN DIALOG NOS:	Z330, Z630, X330, X630

General Business and Contact Information:

Federal EIN:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											Enter the account numbers for the tax types that you will be filing electronically:										
Business Name:		Tax Type	Account No.																			
Mailing Address:		Sales/Use:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			
		Motor Fuels:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			
City:	State:	Zip Code:	Employer Withholding:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
Primary Contact Name:		Phone No.:	Ext.	Fax No.:																		
		() -		(): -																		
Primary Contact e-mail address:																						
Secondary Contact Name		Phone No.:	Ext.	Fax No.:																		
		() -		(): -																		
Enter your EDI Indicator. Use either your DUNS Number or Federal EIN (ISA06 Sender ID):																						

Software and Communications Information:

Do you already have a Mailbox ID to file via EDI?

☐ Yes If yes, enter your Mailbox ID: _____ ☐ No

Will you be using the Department of Revenue's **PATIDES EDI** software to create tax returns/payments?

☐ Yes ☐ No _____

Will you be using the Department of Revenue's **PA MODEM** communications software to transmit EDI tax returns/payments?

☐ Yes ☐ No If no, complete the communications information below.

Network Communication/Dial-In Connection Information:

Type/Name of Communications Software: _____

Method of Communication (check one): ☐ Asynchronous ☐ Bisynchronous ☐ External EDI VAN

Complete the following if using asynchronous or bisynchronous method of communication:

Modem Type (make of modem): _____

Modem Speed (baud rate): _____

If you have any questions, call the PA Department of Revenue's Office of E-Commerce at 1-800-892-9816.
Mail the completed form to the address located in the upper left hand corner of this form.



Pennsylvania Department of Revenue
Harrisburg, PA 17128