

Where can I get the PA version of the IRS W-4 form?

Pennsylvania does not have a form similar to the federal W-4 form. Pennsylvania Personal Income Tax is based on a flat tax rate. Everyone pays the same rate. There are no allowances based on the number of dependents claimed, etc. Every employer should withhold taxes at the exact rate of tax, which is currently 3.07 percent.

I am a Pennsylvania employer and I have hired an employee who is not a resident of Pennsylvania. For which state do I withhold tax?

Pennsylvania has reciprocal agreements with six states: Indiana, Maryland, Ohio, New Jersey, Virginia, and West Virginia. Unless your employee is a resident of one of these reciprocal states, you must withhold Pennsylvania Personal Income Tax.

Your employee must complete Pennsylvania Form REV-420, Employee Statement of Non-Residence and Authorization to Withhold Other State's Income Tax.

If your employee is a resident of a reciprocal state, contact that state's Department of Revenue to determine if you must register to withhold that state's tax.

If you need further information, please contact the Department at: (717) 787-1064.

FOR MORE INFORMATION:

Online Customer Service Center
www.revenue.state.pa.us

24-hour FACT & Information Line
1-888-PATAxes (1-888-728-2937)
Touch-tone service is required.

This automated service allows you to:

- Check on the progress of your Personal Income Tax return, payment or refund, and your Property Tax/Rent Rebate claim.
- Order a form, which can be either faxed or mailed to you.
- Obtain answers to the most commonly asked questions for personal and business taxes.

Forms Ordering Message Service
1-800-362-2050

Services for Taxpayers with Special Hearing
and/or Speaking Needs (TT only)
1-800-447-3020

Taxpayer Service & Information Center
Personal Taxes: **(717) 787-8201**

Business Taxes: **(717) 787-1064**

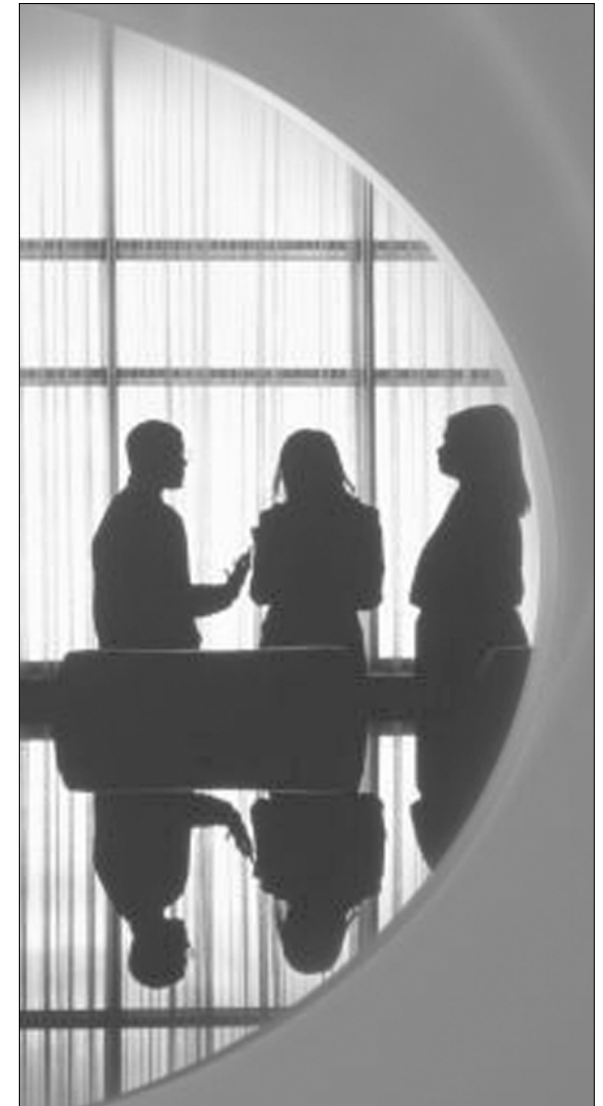
e-Business Center: **(717) 783-6277**

Call or visit your local
Department of Revenue district office.



PENNSYLVANIA

**EMPLOYER
WITHHOLDING**



REV-580 PO (10-05)

About Employer Withholding Taxes:

Employers are required to withhold PA Personal Income Tax, at a flat rate of 3.07 percent of compensation, from resident and nonresident employees earning income in Pennsylvania. This rate remains in effect unless you receive notice of a change from the Department of Revenue.

For more information, see the Employer Withholding Information Guide (REV-415 AS).

Definition of an employer:

An employer is any individual, partnership, association, corporation, government body or other entity that employs one or more persons for compensation, who is required under the Internal Revenue Code to withhold Federal Income Tax from wages paid to an employee.

How do employers file returns and remit the tax withheld?

The Department offers a number of filing and payment options. Employers can file and pay Employer Withholding Tax returns using one of three methods: 1) e-TIDES, the Department's Internet business tax filing system; 2) Business TeleFile system at 1-800-748-8299; or 3) Third party software. Vendors are posted on the Department's Web site once they are approved.

The Department accepts electronic payments using ACH debit, ACH credit and credit cards. Employers will continue to have the option of making their payments by check. When paying by check, you must print out and mail the voucher if using e-TIDES or write all appropriate information on the check if using TeleFile. Remitting payments electronically is mandatory for payments over \$20,000 and voluntary for payments under \$20,000.

To learn more about electronic filing, log on to the Department's Web site at **www.revenue.state.pa.us** and go to the e-Services Center and select 'Businesses'. While there, explore e-TIDES, which permits business customers to file and pay business taxes online.

How will I know when to file my return and pay the withheld tax?

Your filing frequency is determined by the amount of tax you withhold.

If you withhold:	Your report is due:
\$1 - \$299 for any quarter	Quarterly
\$300 or more for every quarter	Monthly
\$1,000 or more for every quarter . . .	Semimonthly

The due dates for filing for each calendar year are available on the Department's Web site or by ordering Form REV-1716 from the forms ordering number. If you file using e-TIDES, you can receive e-mail reminders five business days before the tax due date.

If I paid no wages during a quarter, should I file any documents with the Department?

Yes. You should file a Quarterly Reconciliation Return (Form PA-501/W3) or a PA-W3. Wages should be reported as zero.

How do I obtain an Employer Identification Number (EIN)?

The Internal Revenue Service (IRS) issues EIN's. You can get an EIN over the Internet by completing the Application for an Employer Identification Number (Federal Form SS-4). To apply online, log on to **www.irs.gov**.

To apply for an EIN through the mail, download Form SS-4 from the IRS's Web site, pick up one at the IRS Office nearest you, or order one by calling 1-800-TAXFORM.

I plan to hire some employees in the near future and need to obtain a PA Employer Identification Number (EIN) and reporting forms. How can I obtain a PA EIN?

Employers who are required to withhold PA Personal Income Tax must register with the Department of Revenue.

Employers can register online by visiting the Revenue e-Services Center at **www.revenue.state.pa.us** and completing the online PA Enterprise Registration Application (PA-100). The PA-100 Enterprise Registration form allows business owners to register to withhold employer taxes with the Department of Revenue and open Unemployment Compensation accounts administered by the Department of Labor and Industry.

To submit a paper PA-100 application, download the form from the Department's Web site, pick up one at the District Office nearest you or order one by calling the Forms Ordering Message Service at 1-800-362-2050.

If you have a Federal EIN assigned by the IRS, the Department will use that number as your account number. If you do not have a Federal EIN, the Department will assign a reporting number until you receive your Federal EIN.