

How do I file returns and remit the tax withheld?

The Department offers a number of filing and payment options. You can file and pay Employer Withholding Tax returns using one of two methods: 1) e-TIDES, the Department's Internet business tax filing system or 2) Business TeleFile system at 1-800-748-8299.

The Department accepts electronic payments using ACH debit, ACH credit and credit cards. You will continue to have the option of making your 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.

How do I determine the amount of wages?

Wages include the compensation paid by check, money order or cash. Wages do not include the value of food, lodging, clothing or other noncash items you give a household employee.

If you provide expenses for a household employee to commute to your home using public transportation without expecting repayment, it should not be counted as wages unless the amount exceeds \$65 a month. Then it should be included in wages.

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

HIRING HOUSEHOLD WORKERS



BABYSITTERS



CARETAKERS



HEALTH AIDES



HOUSEKEEPERS



YARD WORKERS

Household workers are people you may hire to work in or around your home. In some instances, these people are employees, and you are responsible for filing a Form W-2. In others cases, they are simply contracted labor.

Household workers are people you may hire to work in or around your home. They are:

- babysitters
- caretakers
- nannies
- health aides
- private nurses
- housekeepers
- cleaning people
- drivers
- yard workers

It does not matter whether the wages are paid for work done on an hourly, daily or weekly basis or by the job. The difference is in who controls the work.

Pennsylvania follows the federal rules for determining whether a household worker is an employee. You only have to withhold PA Personal Income Tax if you have to withhold federal income taxes.

What is the difference between a household employee and a contracted laborer?

If you hired someone to do household work, and you were able to control what work they did and how they did it, you had a household employee. This is true even if you gave the employee freedom of action. What matters is, you have the right to control the details of how the work is done.

Workers you get from an agency are not your employees, if the agency is responsible for who does the work and how it is done. Self-employed workers are also not your employees. A worker is self-employed only if he or she can control how the work is done. A self-employed worker usually provides his or her own tools and offers services to the general public as an independent business.

An example of a household employee:

You paid a woman to babysit your child and do light housework four days a week in your home. She followed your specific instructions about household and child care duties. Further, you provided the household equipment and supplies that were needed to do the work. Then the woman is your household employee.

It does not matter whether the work is full or part time or that you hired the worker through an agency or from a list provided by an agency or association.

An example of contracted labor:

You made an agreement with a man to care for your lawn. He runs a lawn care business and offers his service to the general public. He hires his own helpers and provides his own tools and supplies. Neither he nor his helpers are your employee.

Can I hire a legal alien to work in my home?

You must verify that the employee is an alien who can legally work. When you hire a household employee to work for you on a regular basis, you and the employee must each complete part of the Immigration and Naturalization Service (INS) Employment Eligibility Verification (Form I-9). It is unlawful to employ an alien who cannot legally work in the United States. You must keep Form I-9 for your records. You can get the form and the INS Handbook for Employers on the IRS Web site, www.irs.gov. or by calling 1-800-755-0777.

If I have a household employee, what are my tax responsibilities for Pennsylvania?

You are required to withhold PA Personal Income Tax at the rate of 3.07 percent and issue a Form W-2 reporting the amount you withheld in taxes in the box marked State Tax Withheld.

If you do not have a Federal Employer Identification Number (EIN), you should apply for one over the Internet by completing the Application (Federal Form SS-4). To apply online, go to www.irs.gov. To apply through the mail, download Form SS-4 from the IRS Web site, pick up one at the IRS Office nearest you, or order Form SS-4 by calling 1-800-TAXFORM (1-800-829-3676).

You must also register for Employer Withholding Taxes and Unemployment Compensation with the PA Department of Revenue. You 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 you to register to withhold employer taxes with the Department 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 one up at the District Office nearest you or order one by calling the Forms Ordering Message Service at 1-800-362-2050.