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## Employer Earned Income Tax E-File

**berk-e.com**

1. Business e-File, click Report Upload, Quarterly Return or W-2R Upload.

The screenshot shows the website interface for berkheimer tax administrator. At the top, there is a navigation bar with links for Home, Company, Find a Local Office, Find a Representative, and Site Map. A search bar is located to the right of these links. Below the navigation bar, there are several menu items: Our Services, Taxpayer Information, Download Tax Form, Contact Us/Mail Information, and FAQ. The main content area is divided into several sections:

- Electronic Services:** A section with the berk-e logo and text stating "berk-e.com stands for an easy, safe and secure method of electronically filing and paying your taxes directly on our website. File & pay online for FREE". A "Learn More" link is provided.
- Act 32 Information:** A section with a "NEW" badge and text stating "Act 32 will be effective January 1, 2012! To learn more about Act 32, click here." Below this are links for "Residency Certification Form", "DCED Act 32", "Employer Act 32 Education Seminars", and "List of Tax Collection Districts collected by Berkheimer effective 1/1/2012".
- Online Payments:** A section with a small image and text starting with "If you have received a Delinquent Notice (HAB-DLT) or a Real Estate Tax Bill (HAB-DLT) assignments, contact us..."
- Client Corner:** A section with a circular logo containing "People", "Technology", and "Service" around "berkheimer" and text stating "In an effort to continue our excellence in customer service and..."
- Verification Of Tax Information:** A section with a "berk-e Online Quick Links" header and a list of links: "Earned Income Tax", "Verification Of Tax Information", "Complete Your Employer Registration", "Business e-File", "PSD Address Confirmation Service", "Report Upload (E-1)", "Quarterly Return (E-1)", "W-2R Upload", "Individual e-File", "Quarterly Return (DQ-1)", "Yearly Return (F-1)", and "Local Service Tax".



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## Employer Login Screen

1. Enter user Email and password. If you do not have a user login already, please click “ Create New Account”

**Employer Electronic Filing**

Welcome to Berkeimer's online filing website. To ensure privacy and confidentiality your data and any other information that is transmitted to us is sent via an encrypted connection. In order to file electronically you will need to create a login account. Your account will be password protected. Upon creation of your account a randomly generated password will be sent to your email address. After logging in, you can change your password by selecting the UPDATE PASSWORD option (this is recommended). You will also be able to view previously filed returns and payments. Please note: even if you are filing returns for multiple entities, you only need one login account.

There are two ways to file your Earned Income Tax (EIT) return electronically. You can choose the File Upload method or the Data Entry method.

**EIT File Upload Method:** With this method, you use third-party software (such as Excel or your own custom program) to create a file that contains your EIT information, and then you upload that file to us using this website. We accept three different file formats for uploading your EIT data: the .CSV (comma separated value) format, the federal format with a slight modification, and the PA standard file format. All formats can be used for either monthly or quarterly filing. The links to these file format specifications can be found on the right side of this page. **Please note: If using the federal format, all records MUST be 128 characters in length, with any unused fields being filled with spaces.**

**EIT Data Entry Method:** To use this method, you will need your H4 Berkeimer account number and your Federal Tax ID (EIN) number. To choose this method, log into this website, click on the "Enter Quarterly Earned Income Tax" link, and follow the step by step procedures to file your return. If you wish to file EIT on a monthly basis, you must use the EIT File Upload Method.

To file your Local Services Tax (LST) return electronically, you must use the LST File Upload method. No online data entry method is available for LST.

**LST File Upload Method:** Use third-party software (such as Excel or your own custom program) to create a file that contains your LST information, and upload that file to us using this website. Three file formats are accepted for LST uploads: the CSV (comma separated value) format for single employer upload, the CSV format for single or multiple employer upload, and the PA standard file format for single or multiple employer upload. The links to the LST file format specifications are on the right side of this page.

If you have any questions please call (610) 599-3139 or contact us via the [web](#).

Website may be unavailable between 12:00 AM and 6:00 AM on Sundays due to system maintenance.

**Supported browsers include Internet Explorer (versions 6.x and later), Mozilla Firefox (versions 3.x and later), Safari (versions 3.X - 4.x) and Google Chrome (versions 13.x and later). If you experience problems with any supported browser, please [contact us](#).**

**Employer Login**

Email:

Password:

[forgot/reset password?](#) [click here](#)  
[create new account](#)

[Instructions](#)

**File Formats**

**EIT Upload (Quarterly or Monthly)**

- CSV File Format
- Federal File Format
- PA Standard Format (EPW2-PA)

**LST Upload**

- CSV File Format (Single employer upload only)
- CSV File Format (Single or multiple employer upload)
- PA Standard Format (EPW2-PA)

**W2Rec Upload**

- CSV File Format
- Federal File Format
- EPW2 File Format
- PA Standard Format (EPW2-PA)

## Upload Options Page

2. Click Enter Quarterly Earned Income Tax

**berkeimer** tax administrator

LBC LLC  
Lynn Coyle  
Wednesday, April 04, 2012  
Last Logon: 4/2/2012 2:46:42 PM

[Update Profile](#) | [Log Out](#)

**Upload Options**

- Upload EIT Return
- Enter EIT Return
- Upload Quarterly Local Services Tax (LST-1)
- Upload Annual W2 Rec.
- View Previously Filed Returns
- Use Our PSD/Address Confirmation Service
- Download Files
- Complete Your Employer Registration, or Update Your Employer Information

- [Upload Earned Income Tax \(Quarterly or Monthly\)](#)
- [Enter Quarterly Earned Income Tax](#)
- [Upload Quarterly Local Services Tax \(LST-1\)](#)
- [Upload Annual W2 Reconciliation File](#)
- [View previously filed returns and payments](#)
- [Use Our PSD/Address Confirmation Service](#)
- [Download Files](#)
- [Complete Your Employer Registration, or Update Your Employer Information](#)

**Please Note:**  
All files must contain the 6-digit PSD codes in both the employer records and employee records as prescribed by the DCED. As a courtesy to employers in our collection areas, we offer free of charge a PSD/Address confirmation service which can aid you in updating your files to use the new PSD codes. File format specifications for the service can be found [here](#). Choose the "Use Our PSD/Address Confirmation Service" option above to upload your file and use the service. If you have questions, please contact our Customer Care department at (610) 599-3139.

If you prefer not to use our automated service, you can click on the following link to obtain the new DCEO-assigned PSD codes:  
<http://mnatatspa.dced.state.pa.us/>

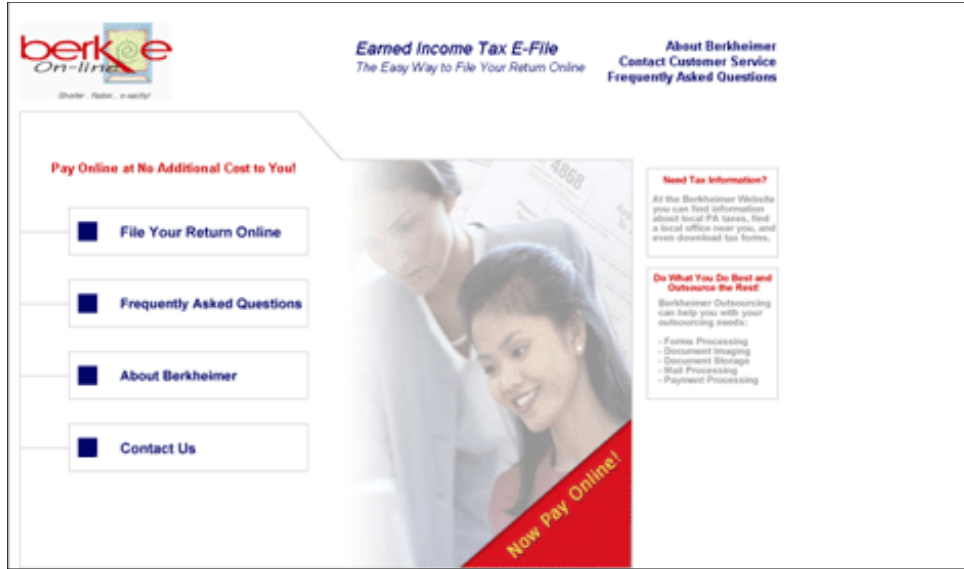
**Important:**  
When filing online, in the future you will receive reminder emails at the email address provided when logging in, in place of paper returns, unless one is requested. Please be sure to add [noreply@hab-inc.com](mailto:noreply@hab-inc.com) and [noreplyemployer@hab-inc.com](mailto:noreplyemployer@hab-inc.com) to your contact list to ensure proper delivery of notifications.



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## Earned Income Tax E-File Page

3. Click File Your Return Online



## Step 1 Account Login Page


1. Enter the Berkheimer Account Number and Federal Tax ID (EIN) and click Start Or Resume A Return.



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## Step 2 Select Quarter

1. Select the Year and Quarter you would like to file and click Proceed To The Next Step



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**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

About Berkheimer  
Contact Customer Service  
Frequently Asked Questions  
View Past Electronic Payments

### Step 2 - Select Quarter

**Employer's Quarterly Earned Income Tax Return (E-1)**

1. Please select the year and quarter for your online return.
2. You must file a separate return for each year/quarter. Multiple quarters can not be combined. Only one return may be filed online for each year/quarter.
3. If you want to continue to process a return that you had previously started, but did not complete, enter the same year/quarter to continue.
4. After selecting the year and quarter, click the "Proceed to the Next Step" button to continue

**E-File Tax Tip**

An uncompleted return will remain available for 90 days. After 90 days, your uncompleted return will be removed and you will need to start a new one.

Year:

Quarter:

**E-File Steps**


- Account Login
- Select Quarter**
- Employer Information
- EIT Withheld Amount
- Employee Information
- Review and Submit
- Confirmation
- Payment



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### Step 3 Employer Information

1. Make any necessary changes by clicking Update Employer. If all information is correct, please click Next Step.



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**Earned Income Tax E-File**  
The Easy Way to File Your Return  
Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

### Step 3 - Employer Information

**Employer's Quarterly Earned Income Tax Return (E-1)**

1. Please review the employer information carefully to make sure that all of the information is correct.
2. Make any necessary changes by clicking the "Update Employer" button.
3. If, at any point, you would like to stop and continue your online return at a later time, click on "Logout of Your Return" at the top of your screen. Choosing this option will save anything you have completed.
4. If you would like to cancel your online return completely and NOT return at a later time, click on "Cancel Your Return" at the top of your screen.
5. When you are finished making the necessary changes to your account, click the "Next Step" button.

**Mailing Address:**  
TEST EMPLOYER  
1234 TEST RD.  
CRANBERRY TWP, PA 16066-3607

Account Number: 213224  
Federal Tax ID (EIN): 123456789  
Tax Year: 2012  
Quarter: 1

**Location of Business for Tax Year 2012 Qtr 1:**  
County: BUTLER  
PSD Name: CRANBERRY TWP  
School District: SENECA VALLEY SD  
PSD Code: 100802

**E-File Steps**

- Account Login
- Select Quarter
- Employer Information**
- EIT Withheld Amount
- Employee Information
- Review and Submit
- Confirmation
- Payment

**E-File Tax Tip**




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### Step 3 Employer Information

#### Update Screen

Complete the County & PSD Name fields.

The PSD Code field will automatically be updated on the previous screen once the information is saved.



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The Easy Way to File Your Return  
Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

### Step 3 - Employer Information

**Employer's Quarterly Earned Income Tax Return (E-1)**

1. Make any necessary changes to your account. Please complete all of the required fields. If you need assistance in locating the County and/or PSD Name of your business, please use the following link:  
[Find Municipality](#)  
When you are finished, click the "Save" button.

2. If you do not want to update your account, click the "Cancel" button to return to the previous screen.

**E-File Tax Tip**  
Make sure that you have at least one address line. This will help us keep your information as accurate as possible.

**Name/Title:**  \*

**Fed ID:**  \*

**Mailing Address:**

**Address Line 1:**  \*

**Address Line 2:**

**Address Line 3:**

**City:**  \*

**State:**  \*

**Zip:**  -  \*

**Location of Business for Tax Year 2012 Qtr 1:**

**County:**  \*

**PSD Name:**  \*

Please Complete the Required (\*) Fields

**E-File Steps**


- Account Login
- Select Quarter
- Employer Information**
- EIT Withheld Amount
- Employee Information
- Review and Submit
- Confirmation
- Payment



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### Step 4- Employer Withheld Amount Page

1. Enter the amount of Earned Income Tax that was withheld from your employees pay during the quarter.



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**Earned Income Tax E-File**  
The Easy Way to File Your Return  
Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

#### Step 4 - EIT Withheld Amount

Box 1: Enter the total Earned Income Tax withheld from your employees during the year/quarter being filed. Please note this is a required field.

Box 2: Enter any credit or adjustment that you are making due to errors on a previously filed return.

Box 3: Enter the total of any payments made towards the year/quarter of the return you are filing.

Click on "Next Step" to continue.

Employer's Quarterly Earned Income Tax Return (E-1)	
1. Total EIT Tax Withheld From Your Employees During This Quarter	<input type="text" value="200.00"/>
2. Credit or Adjustment	<input type="text" value="0.00"/>
3. Total of all Previous Monthly Deposit Payments	<input type="text" value="0.00"/>

**E-File Tax Tip**  
If you need to make changes in a previous step of your return, click the "Previous Step" button at any time.

**E-File Steps**

- Account Login
- Select Quarter
- Employer Information
- EIT Withheld Amount**
- Employee Information
- Review and Submit
- Confirmation
- Payment




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### Step 5- Employer Employee Information Screen

1. Add New Employee or edit existing employees. (A list of employees will display for the employees you have filed for previously.)

**Please confirm that all employee information is correct such as name, address, Social Security Number, etc.**

2. Enter the amount of Total Wages paid to the employee during the quarter.
3. Enter the amount of Earned Income Tax that was withheld from the employee during the quarter.



**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

**Step 5 - Employee Information**

1. Review each employee's information. (i.e. name, address, ssn) If you need to make any corrections, click on the employee's name.
2. If an employee is not listed, click on the "Add New Employee" button.
3. Enter the Total Wages Paid and the EIT Tax Withheld amounts for each of your employees.
4. If an employee is no longer employed with you and has no wages this quarter, click on the "Remove Employee" box. This will remove the employee from appearing on any future E-1 forms.
5. If you would like to display your employees in a different order, click on the "Name" or "Social Security Number" column headings to change the order.
6. After all the wages and withheld amounts have been entered for all of your employees, and any necessary updates are completed, click on the "Next Step" button to continue.

**Employer's Quarterly Earned Income Tax Return (E-1)**

*E-File TaxTip*

*Only remove employees that did not have wages and taxes withheld for the year/quarter you are filing. If an employee had earnings this quarter and is no longer employed with you, you must include their wages and withholding amounts and remove the employee the next time you file.*

*When you choose to remove an employee, the employee will no longer display when you file online in the future.*

**E-File Steps**

Account Login

Select Quarter

Employer Information

EIT Withheld Amount

**Employee Information**

Review and Submit

Confirmation

Payment

Previous Step   Add New Employee   Next Step


NAME/ADDRESS	SOCIAL SECURITY NUMBER	WAGES PAID THIS QUARTER	EIT TAX WITHHELD THIS QUARTER	RESIDENT MUNICIPALITY SCHOOL DISTRICT PSD CODE	REMOVE EMPLOYEE
DOE, JANE 50 N 7TH ST BANGOR, PA 18013-1731	830-48-0447	0.00	0.00	BANGOR BORO BANGOR AREA SD 480101	<input type="checkbox"/>
DOE, JOHN 50 N 7TH ST BANGOR, PA 18013-1731	830-48-0448	0.00	0.00	BANGOR BORO BANGOR AREA SD 480101	<input type="checkbox"/>



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## Update the Employee Information Screen



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The Easy Way to File Your Return Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

### Step 5 - Employee Information

#### Employer's Quarterly Earned Income Tax Return (E-1)

1. Update your employee's current information. Please complete all of the required fields. (i.e. SSN, Name, at least one Address Line, City, State, Zip, County and PSD Name). If you need assistance in locating the County and/or PSD Name, please use the following link: [Find Municipality](#). When you are done, click the "Save" button.

2. If you do not want to update the employee, click the "Cancel" button to return to the previous screen.

SSN: 830 - 48 - 0447 \*

Name: DOE, JANE \*

Suffix:

Address Line 1:  \*

Address Line 2: 50 N 7TH ST

City: BANGOR \*

State: PA \*

Zip: 18013 - 1731 \*

County: NORTHAMPTON \*

PSD Name: BANGOR BORO \*

Please Complete the Required (\*) Fields

**E-File Tax Tip**

Names must be updated in the following format. Last name, comma, space, First name. There MUST be a comma and space between the last and first name. You must have at least one address line for your employee.

E-File Steps


- Account Login
- Select Quarter
- Employer Information
- EIT Withheld Amount
- Employee Information**
- Review and Submit
- Confirmation
- Payment



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## Add New Employee Screen



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**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

### Step 5 - Employee Information

### Employer's Quarterly Earned Income Tax Return (E-1)

1. Add your Employee. Please complete all of the required fields. (i.e. SSN, Name, at least one Address Line, City, State, Zip, County and PSD Name). If you need assistance in locating the County and/or PSD Name, please use the following link:

[Find Municipality](#)

When you are done, click the "Save" button.

2. If you do not want to add an employee, click the "Cancel" button to return to the previous screen.

**E-File Tax Tip**

You must have at least one address line for your employee.

SSN:  -  -  \*

First Name:  \* MI:

Last Name:  \* Suffix:

Address Line 1:  \*

Address Line 2:

City:  \*

State:  \*

Zip:  -  \*

County:  \*

PSD Name:  \*

Please Complete the Required (\*) Fields

E-File Steps


- Account Login
- Select Quarter
- Employer Information
- EIT Withheld Amount
- Employee Information**
- Review and Submit
- Confirmation
- Payment



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### Step 6- Review and Submit

1. If all information is entered accurately, click Next Step.



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**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

Logout of Your Return  
Cancel Your Return  
Contact Customer Service

#### Step 6 - Review and Submit

1. Review your return below for accuracy.
2. If you need to make any changes to the return, click on the "Previous Step" button to edit it.
3. If your return is accurate, then click the "Next Step" button.

Previous Step
Next Step

1. TOTAL EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 200.00	5. TOTAL NUMBER OF ACTIVE EMPLOYEES THAT ARE EMPLOYED FOR THIS QUARTER	2
2. CREDIT OR ADJUSTMENT	\$ 0.00	6. CALCULATED TOTAL OF EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 200.00
3. TOTAL TAX WITHHELD AS ADJUSTED (BOX 1 MINUS BOX 2)	\$ 200.00	7. SUBTOTAL (BOX 3 MINUS BOX 4)	\$ 200.00
4. TOTAL OF ALL PREVIOUS MONTHLY DEPOSIT PAYMENTS	\$ 0.00	8. PENALTY AND INTEREST (0 PER MONTH AFTER DUE DATE 07/31/12)	<del>\$ 0.00</del>
		9. <del>0000</del>	<del>\$ 0.00</del>
		10. TOTAL AMOUNT OF TAXES DUE WITH THIS RETURN (BOX 7 PLUS BOX 8 PLUS BOX 9)	\$ 200.00

<p><b>TEST EMPLOYER</b> 1234 TEST RD. CRANBERRY TWP, PA 16066-3607</p> <p>ACCOUNT#: 213224 FED-ID#: 123456789 TAX YEAR: 2012 QUARTER: 2</p>	<p><b>LOCATION OF BUSINESS</b> COUNTY: BUTLER PSD NAME: CRANBERRY TWP SCHOOL DISTRICT: SENECA VALLEY SD PSD CODE: 100802</p>
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#### E-File Steps

Account Login

Select Quarter

Employer Information

EIT Withheld Amount

Employee Information

Review and Submit

Confirmation

Payment

2012.04.24

11


Employer Data Entry



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### Step 7- Confirmation

You will receive the following confirmation that your return has been submitted. **It is recommended that you print a copy of your return prior to logging out.** Click Logout Of This Return to complete this process.



**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

Contact Customer Service

**Step 7 - Confirmation**

**Employer's Quarterly  
Earned Income Tax Return (E-1)**

**E-File TaxTip**

*You have successfully submitted your return.  
If you need assistance, you will need your  
confirmation number when you contact  
customer service.*

1. According to the information submitted, there is **no payment due**. Print the return (for your records) by clicking on the "Print Your Return" button below.

Print Your Return

Logout Of This Return

**Your return has been submitted.**  
**Your confirmation number is #2578489.**  
**Please retain this number for future reference.**

<p>1. TOTAL EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER \$ 0.00</p> <p>2. CREDIT OR ADJUSTMENT \$ 0.00</p> <p>3. TOTAL TAX WITHHELD AS ADJUSTED (BOX 1 MINUS BOX 2) \$ 0.00</p> <p>4. TOTAL OF ALL PREVIOUS MONTHLY DEPOSIT PAYMENTS \$ 0.00</p>	<p>5. TOTAL NUMBER OF ACTIVE EMPLOYEES THAT ARE EMPLOYED FOR THIS QUARTER 2</p> <p>6. CALCULATED TOTAL OF EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER \$ 0.00</p> <p>7. SUBTOTAL (BOX 3 MINUS BOX 4) \$ 0.00</p> <p>8. PENALTY AND INTEREST \$ 0.00 <small>(.01 PER MONTH LATER DUE DATE 01/31/12)</small></p>
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<p>TEST EMPLOYER 1234 TEST RD. CRANBERRY TWP, PA 16066-3607</p> <p>ACCOUNT#: 213224 FED-ID#: 123456789 TAX YEAR: 2011 QUARTER: 4</p>	<p>LOCATION OF BUSINESS COUNTY: BUTLER PSD NAME: CRANBERRY TWP SCHOOL DISTRICT: SENECA VALLEY SD PSD CODE: 100802</p>
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NAME/ADDRESS	SOCIAL SECURITY NUMBER	WAGES PAID THIS QUARTER	EIT TAX WITHHELD THIS QUARTER	RESIDENT MUNICIPALITY SCHOOL DISTRICT PSD CODE
DOE, JAHE 50 N 7TH ST BANGOR, PA 18013-1731	830-48-0447	\$ 0.00	\$ 0.00	BANGOR BORO BANGOR AREA SD 480101
DOE, JOHN 50 N 7TH ST BANGOR, PA 18013-1731	830-48-0448	\$ 0.00	\$ 0.00	BANGOR BORO BANGOR AREA SD 480101

**Print Your Return**   **Logout Of This Return**

**Your return has been submitted.**  
**Your confirmation number is #2578489.**  
**Please retain this number for future reference.**

**E-File Steps**

Account Login

---

Select Quarter

---

Employer Information

---

EIT Withheld Amount

---

Employee Information

---

Review and Submit

---


**Confirmation**



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### Step 7- Confirmation

It is recommended that you print a copy of your return. Click Next Step-Pay For Your Return to complete this process.



**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

Contact Customer Service

**Employer's Quarterly  
Earned Income Tax Return (E-1)**

*E-File TaxTip*

**Your return is not complete until  
you pay for your return.**

**E-File Steps**

Account Login

Select Quarter

Employer Information

EIT Withheld Amount

Employee Information

Review and Submit

**Confirmation**

Payment

**Step 7 - Confirmation**

1. Print the return (for your records) by clicking on the "Print Your Return" button below.

2. Click the "Next Step - Pay For Your Return" button below. Note that you must pay for your return to complete the process. After you pay for your return, you will receive a confirmation number.

Print Your Return

Next Step - Pay For Your Return

1. TOTAL EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 200.00	5. TOTAL NUMBER OF ACTIVE EMPLOYEES THAT ARE EMPLOYED FOR THIS QUARTER	2
2. CREDIT OR ADJUSTMENT	\$ 0.00	6. CALCULATED TOTAL OF EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 200.00
3. TOTAL TAX WITHHELD AS ADJUSTED (BOX 1 MINUS BOX 2)	\$ 200.00	7. SUBTOTAL (BOX 3 MINUS BOX 4)	\$ 200.00
4. TOTAL OF ALL PREVIOUS MONTHLY DEPOSIT PAYMENTS	\$ 0.00	8. PENALTY AND INTEREST (6 PER MONTH AFTER DUE DATE 04/30/12)	<del>\$ 0.00</del>
		9. GOST	<del>\$ 0.00</del>
		10. TOTAL AMOUNT OF TAXES DUE WITH THIS RETURN (BOX 7 PLUS BOX 8 PLUS BOX 9)	\$ 200.00

<p><b>TEST EMPLOYER</b> 1234 TEST RD. CRANBERRY TWP, PA 16066-3607</p> <p>ACCOUNT#: 213224 FED-ID#: 123456789 TAX YEAR: 2012 QUARTER: 2</p>	<p><b>LOCATION OF BUSINESS</b> COUNTY: BUTLER PSD NAME: CRANBERRY TWP SCHOOL DISTRICT: SENECA VALLEY SD PSD CODE: 100802</p>
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NAME/ADDRESS	SOCIAL SECURITY NUMBER	WAGES PAID THIS QUARTER	EIT TAX WITHHELD THIS QUARTER	RESIDENT MUNICIPALITY SCHOOL DISTRICT PSD CODE
DOE, JANE 50 N 7TH ST BANGOR, PA 18013-1731	830-48-0447	\$ 6900.00	\$ 100.00	BANGOR BORO BANGOR AREA SD 480101
DOE, JOHN 50 N 7TH ST BANGOR, PA 18013-1731	830-48-0448	\$ 6900.00	\$ 100.00	BANGOR BORO BANGOR AREA SD 480101



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**Pay for your return.**

Verify that the login information is correct. Click Continue.

**berkheimer**  
tax administrator

**Sign Out**

---

**Employer Login**

You are currently logged in as  
**lcoyle@hab-inc.com**

Please click the 'Continue' button to begin the  
payment submission process.


**Continue**

**\*\*Leaving the payment process at any time will prevent you from submitting your payment online. Once you exit, you will not be able to return to complete the payment process. Your return is not complete until payment due is received.**



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**Enter Payment information.**


Sign Out

---

**TEST EMPLOYER**

**Payment for 1st Quarter 2012**

Payment Amount: \$200.00

Account Type:  NOTE: Not all checking and savings accounts allow ACH Debits. Please check with your bank if you are not using a standard checking or savings account.

Name on Account:  The name on the account is found at the top of your check. This is not the name of the financial institution.

Routing Number:  The Bank Routing Number is found on the bottom of your check after the check number. [Show Me](#)

Routing Number Confirmation:

Bank Account Number:  The Bank Account Number is found on the bottom of your check after the nine-digit bank routing number. [Show Me](#)

Bank Account Number Confirmation:

I want to save this account under my profile for future payments.

Bank Account Nickname:

Payment Withdrawal Date:  Your bank account will be debited on this date. Please enter in mm/dd/yyyy format, or leave blank to have the funds withdrawn within one to two business days. If the specified date is a bank holiday, your account will be debited on the next business day following the holiday.

To save your banking information, click I want to save... checkbox and then name your banking information.

Pick A Date: You can also decide what date you want the money to be debited from your account.

Payment Withdrawal Date:  Your bank account will be debited on this date. Please enter in mm/dd/yyyy format, or leave blank to have the funds withdrawn within one to two business days. If the specified date is a bank holiday, your account will be debited on the next business day following the holiday.

◀ April, 2012 ▶

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: April 16, 2012

Click Continue to complete.



Shorter . Faster.. e-xactly!

Click Submit Payment.

**berkheimer**  
tax administrator Sign Out

---

**TEST EMPLOYER** **Authorize Payment for 1st Quarter 2012**

- By clicking the "Submit Payment" button, you are authorizing us to post a one-time debit to your bank account. This debit will be posted to your account on or after the payment withdrawal date.
- To ensure that your payment is processed without penalty, please have the required funds available by the payment withdrawal date.

Amount: \$200.00  
Account Type: Checking  
Name on Account: Jane Dicky  
Routing Number: 011000015 (FEDERAL RESERVE BANK)  
Bank Account Number: 123456789  
Payment Withdrawal Date: 4/26/2012

**berkheimer**  
tax administrator Sign Out

---

**TEST EMPLOYER** **Payment Submitted for 1st Quarter 2012**

**Thank you!**  
Your confirmation number is **00143452**

The next screen will confirm that your return has been successfully submitted and a confirmation email will be sent to you.

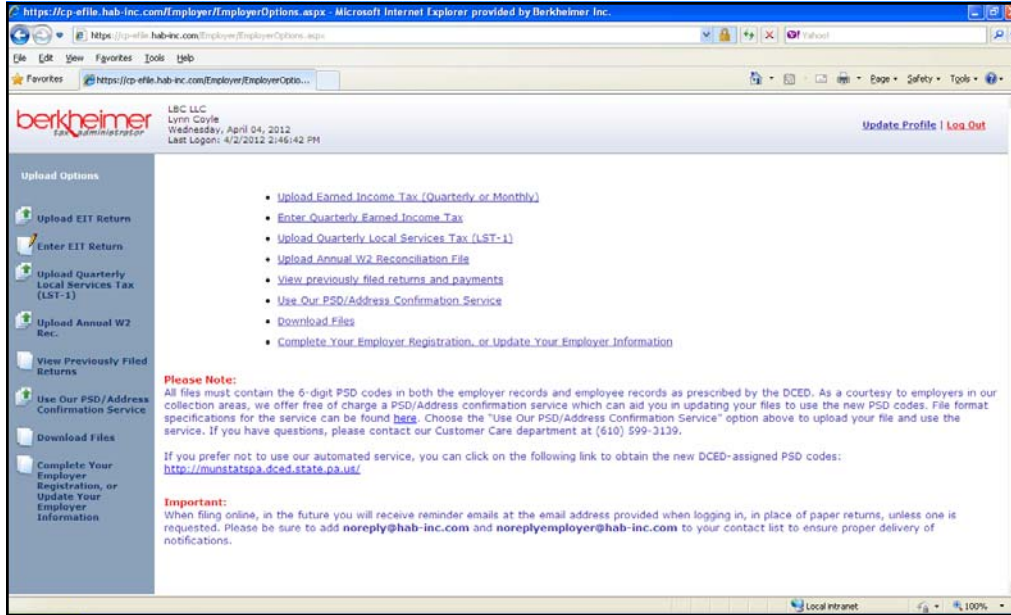


TM

Shorter . Faster.. e-xactly!

### View Previously Filed Returns And Payments

Click View previously filed returns and payments






Shorter . Faster.. e-xactly!

**View Previously Filed Returns And Payments**

Click View previously filed returns and payments to confirm that a payment was made.



**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

**View Past Returns**

**Employer's Quarterly  
Earned Income Tax Return (E-1)**

**Select A Different Return**

**Select A Different Employer**

**Employer Payment Date = 03/01/12**

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1. TOTAL EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 2,000.00	5. TOTAL NUMBER OF ACTIVE EMPLOYEES THAT ARE EMPLOYED FOR THIS QUARTER	17
2. CREDIT OR ADJUSTMENT	\$ 0.00	6. CALCULATED TOTAL OF EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 2,000.00
3. TOTAL TAX WITHHELD AS ADJUSTED (BOX 1 MINUS BOX 2)	\$ 2,000.00	7. SUBTOTAL (BOX 3 MINUS BOX 4)	\$ 2,000.00
4. TOTAL OF ALL PREVIOUS MONTHLY DEPOSIT PAYMENTS	\$ 0.00	8. PENALTY AND INTEREST (.01 PER MONTH AFTER DUE DATE 01/31/12)	\$ 40.00
		9. <del>0000</del>	<del>00.00</del>
		10. TOTAL AMOUNT OF TAXES DUE WITH THIS RETURN (BOX 7 PLUS BOX 8 PLUS BOX 9)	\$ 2,040.00



Shorter . Faster.. e-xactly!

**View Previously Filed Returns And Payments**

Click View previously filed returns and payments to confirm that the payment was not made yet.



**Earned Income Tax E-File**  
The Easy Way to File Your Return Online

**View Past Returns**

**Employer's Quarterly  
Earned Income Tax Return (E-1)**

[Select A Different Return](#)

[Select A Different Employer](#)

**The employer has not yet paid online.**

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1. TOTAL EARNED INCOME TAX WITHHELD FROM WAGES DURING QUARTER	\$ 2,000.00	5. TOTAL NUMBER OF ACTIVE EMPLOYEES THAT ARE EMPLOYED FOR THIS QUARTER	17
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		9. <del>0000</del>	<del>\$ 0.00</del>
		10. TOTAL AMOUNT OF TAXES DUE WITH THIS RETURN (BOX 7 PLUS BOX 8 PLUS BOX 9)	\$ 2,040.00