

Uploading W2 Reconciliation Instructions



Shorter . Faster... e-xactly!

Enter Log in Name and Password

Employer Login

Microsoft Internet Explorer provided by Berkheimer Inc.

Address: https://efile.hab-inc.com/Employer/Default.aspx

berkheimer
tax administrator

Employer Electronic Filing

Welcome to Berkheimer's online filing website. To insure 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 PROFILE 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.

We are striving to make your quarterly filing easier for you!

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 two different file formats for uploading your EIT data: the .CSV (comma separated value) format and the federal format with a slight modification. The links to both of these file format specifications can be found below. **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 HA Berkheimer 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.

Employer Login

Email:

Password:

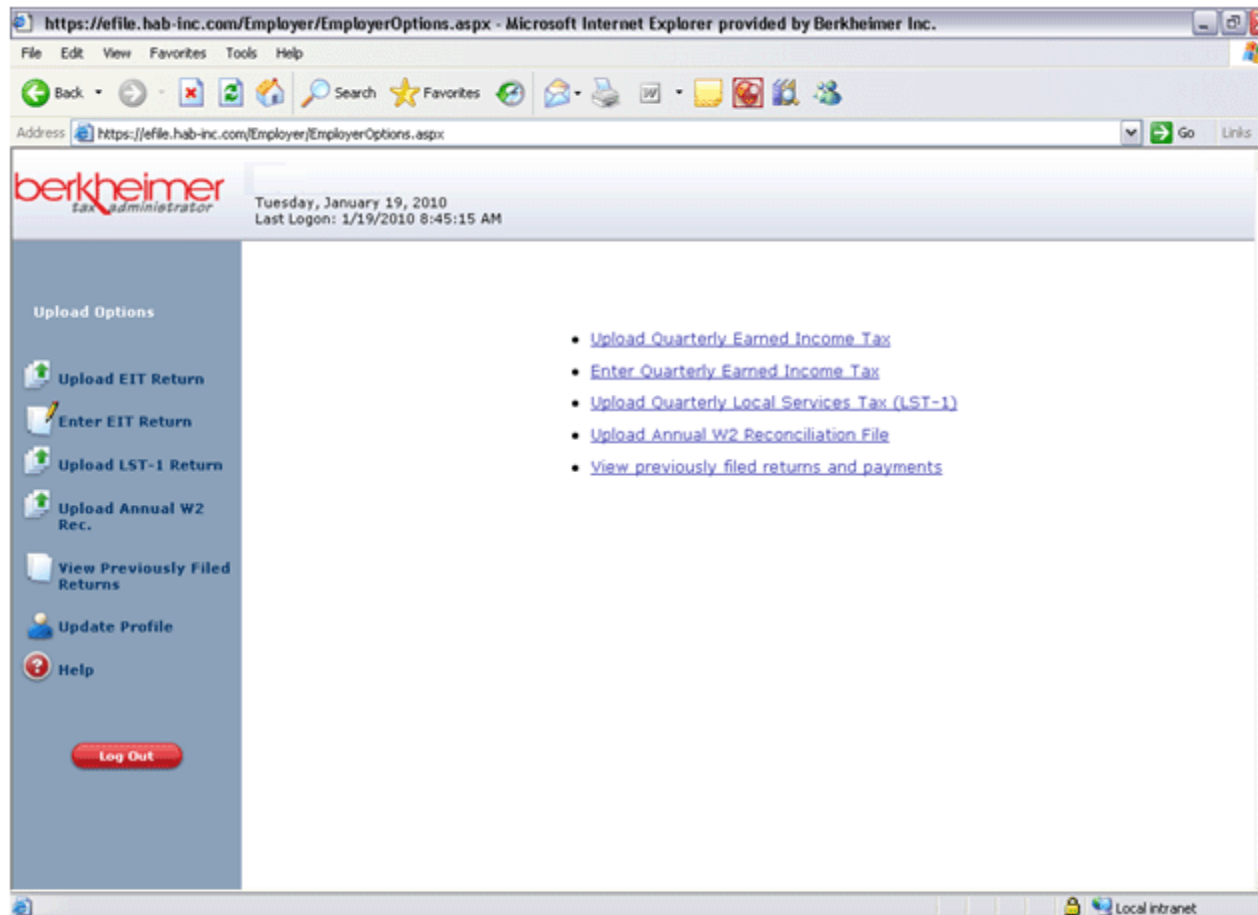
[forgot/reset password? click here](#)
[create new account](#)

Login

Done Local intranet

Upload Options Page

Choose Upload Annual W2 Reconciliation file



W2 Reconciliation File Upload Page

Enter Tax Year, Account Type, File Format (MUST BE CSV, FEDERAL OR SOCIAL SECURITY EFW2)

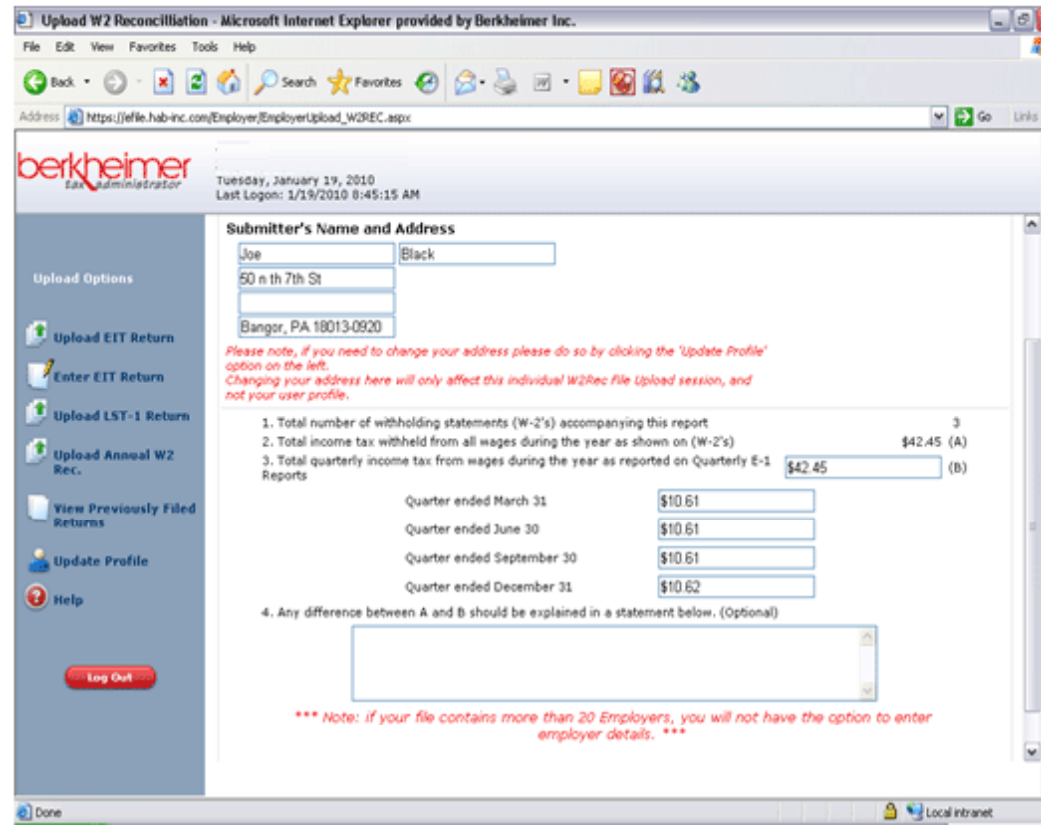
The screenshot shows a web browser window titled "Upload W2 Reconciliation - Microsoft Internet Explorer provided by Berkheimer Inc.". The address bar shows the URL: https://efile.hib-inc.com/Employer/EmployerUpload_W2REC.aspx. The page header includes the Berkheimer logo and the text "berkheimer Tax Administrator". The current date and time are "Tuesday, January 19, 2010" and "Last Login: 1/19/2010 8:45:15 AM".

The main content area is titled "W2 Reconciliation File Upload". It contains a form with the following fields and options:

- Upload Options:** A sidebar menu with links for "Upload EIT Return", "Enter EIT Return", "Upload LST-1 Return", "Upload Annual W2 Rec.", "View Previously Filed Returns", "Update Profile", and "Help". A "Log Out" button is located at the bottom of this sidebar.
- Form Fields:**
 - Tax Year:** A dropdown menu with "2009" selected.
 - Account Type:** A dropdown menu with "Employer" selected.
 - File Format:** A dropdown menu.
 - File Path:** A text input field with a "Browse..." button.
 - Friendly File Name:** A text input field.
- Buttons:** "Continue" and "Cancel" buttons are located below the form fields.
- Notes:** A note states: "Required fields are marked with (*)". Another note at the bottom reads: "***Note: Please be patient when submitting very large files as time to validate and process the data may increase. ***"

W2 Reconciliation Submitter Information

1. Enter Submitter's name and Address
2. Total quarterly income tax from wages during the year as reported on Quarterly E-1 Reports
3. Enter Amount of Local Tax withheld for each quarter.
4. Enter any memos needed to explain Difference in Columns A and B in the box provided
5. Click continue



Upload W2 Reconciliation - Microsoft Internet Explorer provided by Berkheimer Inc.

Address: https://efile.hab-inc.com/Employer/EmployerUpload_WSREC.aspx

berkheimer Tax Administrator
 Tuesday, January 19, 2010
 Last Logon: 1/19/2010 8:45:15 AM

Submitter's Name and Address

Joe Black
 50 n th 7th St
 Bangor, PA 18013-0920

*Please note, if you need to change your address please do so by clicking the 'Update Profile' option on the left.
 Changing your address here will only affect this individual W2Rec file Upload session, and not your user profile.*

1. Total number of withholding statements (W-2's) accompanying this report	3
2. Total income tax withheld from all wages during the year as shown on (W-2's)	\$42.45 (A)
3. Total quarterly income tax from wages during the year as reported on Quarterly E-1 Reports	\$42.45 (B)

Quarter ended March 31	<input type="text" value="\$10.61"/>
Quarter ended June 30	<input type="text" value="\$10.61"/>
Quarter ended September 30	<input type="text" value="\$10.61"/>
Quarter ended December 31	<input type="text" value="\$10.62"/>

4. Any difference between A and B should be explained in a statement below. (Optional)

***** Note: if your file contains more than 20 Employers, you will not have the option to enter employer details. *****

Upload Options

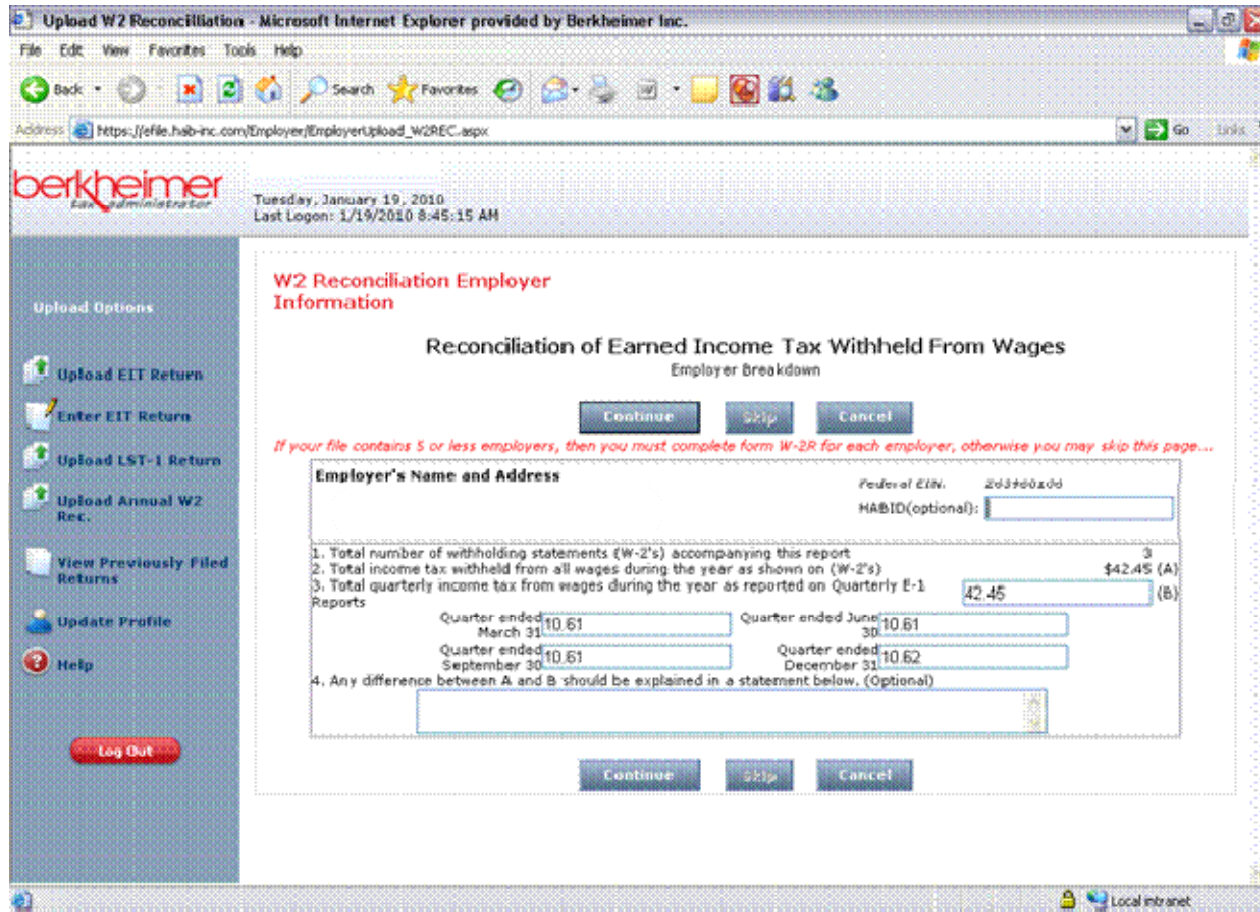
- Upload EIT Return
- Enter EIT Return
- Upload LST-1 Return
- Upload Annual W2 Rec.
- View Previously Filed Returns
- Update Profile
- Help

Log Out

Done Local intranet

If your file contains 5 or less employers, then you must complete form W-2R for each employer, otherwise you may skip this page...

Please enter Employer information and click continue



W2 Reconciliation Employer Information

Reconciliation of Earned Income Tax Withheld From Wages
Employer Breakdown

Continue Skip Cancel

If your file contains 5 or less employers, then you must complete form W-2R for each employer, otherwise you may skip this page...

Employer's Name and Address Federal EIN: 233460100
HABID(optional):

1. Total number of withholding statements (W-2's) accompanying this report: 3
2. Total income tax withheld from all wages during the year as shown on (W-2's): \$42.45 (A)
3. Total quarterly income tax from wages during the year as reported on Quarterly E-1 Reports: 42.45 (B)

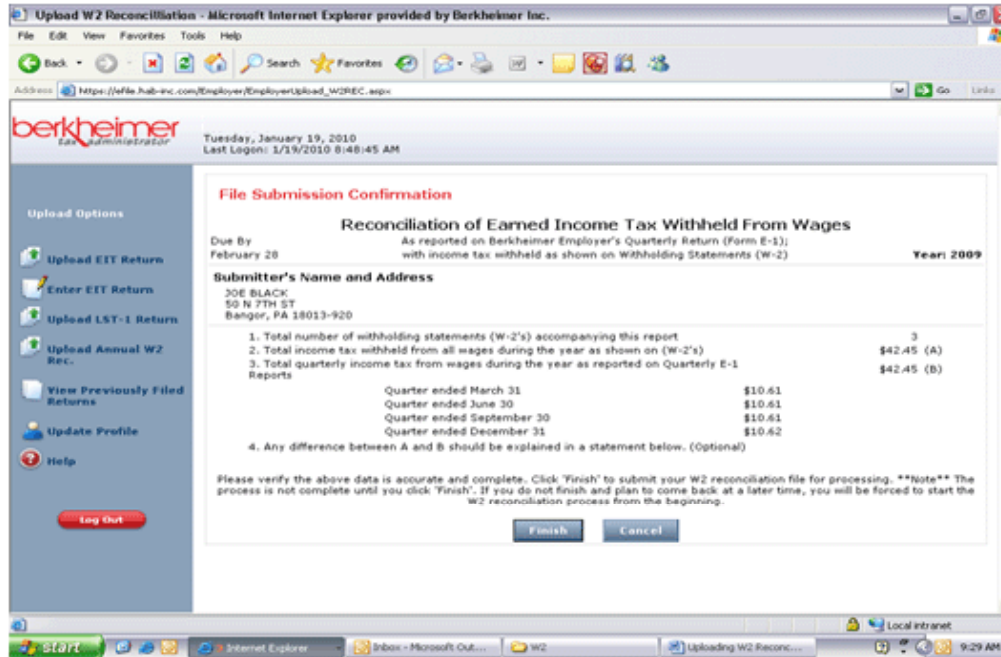
Quarter ended March 31	10.61	Quarter ended June 30	10.61
Quarter ended September 30	10.61	Quarter ended December 31	10.62

4. Any difference between A and B should be explained in a statement below. (Optional)

Continue Skip Cancel

File Submission Confirmation Page

Confirm all information is correct and click Finish. ****Note** The process is not complete until you click 'Finish'. If you do not finish and plan to come back at a later time, you will be forced to start the W2 reconciliation process from the beginning.**



**** After submitting your file, you will receive a confirmation number and a confirmation email.**

****Payments and Refund requests cannot be requested online.**

****Please send any balance due and refund requests to the following address, with a copy of your confirmation number:**

Berkheimer Tax Administrators
 PO Box 900
 Bangor, PA 18013