

**GENERAL INSTRUCTIONS FOR FILING
DQ-1 Quarterly Estimated Earned Income Tax**

Berkheimer is the administrator of the Earned Income Tax, which is levied by your local Township, Borough, City and/or School District. Return each completed form on or before the quarterly due dates, using the enclosed address labels. Please correct any error in name, address, social security number, or resident municipality (add if not shown). **There will be a \$20.00 fee for returned checks.**

WHO MUST FILE: All self-employed taxpayers who have gross earnings for services rendered are required to pay their tax quarterly. Also, taxpayers who receive regular wages from an employer, but **DO NOT** have their Earned Income Tax withheld OR do not have the full amount withheld, **must pay their tax quarterly.**

NOTE: Delinquent Cost may be assessed for failure to file a required Quarterly Estimated Earned Income Tax form.

HOW TO COMPUTE TAX: The tax can be computed either by estimating your earnings for the entire year and paying one quarter of the estimated tax, or by paying the tax on your actual earnings each quarter. Round figures to the nearest whole dollar. If your employer withholds part of the tax, deduct that amount from your quarterly payment.

PAYMENT AND RECEIPT: You can file your quarterly DQ-1 return online at www.hab-inc.com. Or to submit a paper return: Berkheimer Tax Administrator, PO Box 902, Bangor, PA 18013. Checks should be made payable to: HAB-EIT. Your canceled check is sufficient proof of payment.

PENALTY and INTEREST: Penalty and interest will be charged at a rate of 1% per month if paid after the quarterly due date, unless otherwise instructed.

For further information or assistance in completing this form please refer to our website at: www.hab-inc.com.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3139, during the hours of 9:00 a.m. through 4:30 p.m., Monday through Friday. Or, you can visit our website at www.hab-inc.com. If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.

RECORD OF ESTIMATED TAX PAYMENTS

Please keep a record of your payments on the schedule below. The total of these payments should be entered on line 7 of your Local Earned Income Tax Return, to be filed by April 15 of the following year.

Quarterly Payments	Tax	Penalty and Interest	Delinquent Cost
1st Quarter			
2nd Quarter			
3rd Quarter			
4th Quarter			
Total payments \$			