berkheimer tax administrator
PO Box 25154
Lehigh Valley, PA 18002-5154

REMINDER QUARTERLY ESTIMATED
Local Earned Income Tax

FORM **DQ-1-R**

IMPORTANT NOTICE
If your earned income tax payment is OVERDUE. please remit payment due, along with the DQ-1 form below.

File your quarterly DQ-1 return online at **www.berk-e.com**

NOTE: Act 32 requires all Pennsylvania employers to withhold the earned income tax from their employees' pay at a rate equal to either the rate due the employee's place of residence or the tax rate due their place of employment, whichever is higher. Individuals who do not have the tax withheld, are required to pay the higher of the two tax rates, if applicable.

HOW TO COMPUTE TAX: The tax can be computed either by estimating your earnings and paying an 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, the amount withheld for the quarter should be deducted from your quarterly payment. Calculate tax due using either your resident tax rate or work location tax rate, whichever is higher. Visit http://munstatspa.dced.state.pa.us/FindLocalTax.aspx to determine your applicable tax rate.

TAXPAYER COPY

RESIDENT MUNICIPALITY:

OVERDUE QUARTER: 1 2 3 4
PERIOD COVERED: January 1 thru March 31 April 1 thru June 30
July 1 thru September 30 October 1 thru December 31

1. **Earned Income** and/or net profits ***(Must enter amount)***	, , .00
2. Tax Rate multiplied by line 1 **See instructions on how to compute the tax*	, , .00
3. Employer Withheld	, , .00
4. TAX DUE: (line 2 minus line 3)	, , .00
5. Penalty and Interest: Line 4 multiplied by 1.246% per month if paid after the due date	, , .00
6. COST	, , 25.00
7. **TOTAL PAYMENT DUE (add lines 4 + 5 +6)**	, , .00

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 8:00 a.m. through 4:00 p.m., Monday through Friday. Or, you can visit our website at www.hab-inc.com.

Berkheimer is not the appointed tax hearing officer for your taxing district and will not accept any petitions for appeal. Petitions for appeal must be filed with the appropriate appeals board for your County. Berkheimer can provide you with the proper procedures and forms necessary to file an appeal with the appeals board for your Tax Collection District.

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DQ-1-REMINDER

Name
Address
City
State
&
Zip

REMIT TO:Berkheimer Tax Administrator
PO Box 25154 Lehigh Valley, PA 18002-5154

Resident PSD Code | Work Location PSD Code

RESIDENT MUNICIPALITY:

If you moved enter the effective date: ____/____/_____
Check here if address change also applies to spouse ☐

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PERIOD COVERED: January 1 thru March 31 April 1 thru June 30
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1. **Earned Income** and/or net profits ***(Must enter amount)***	, , .00
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5. Penalty and Interest: Line 4 multiplied by 1.246% per month if paid after the due date	, , .00
6. COST	, , 25.00
7. **TOTAL PAYMENT DUE (add lines 4 + 5 +6)**	, , .00

Payable to: HAB-EIT
PLEASE ENTER SOCIAL SECURITY NUMBER:

If you have no earned income, state the reason: retired/homemaker/student/disabled/temporarily unemployed/minor (state age)/other (please specify) _____

❑ Check here if ALL tax is withheld by employer(s).
Do not complete information requested on Lines 1 thru 6.

WEB