

Employer Quarterly Return Local Earned Income Tax Withholding Local Services Tax Employer Return e-File using Our Data Entry Service

- EIT Data Entry
 - LST Data Entry
 - Combined EIT / LST Data Entry
 - Employers can now print out a copy of previously filed data entry returns.
 - HABID Lookup Form – if the Fed ID, PSD code, and zip code are provided, the form allows employers to find their HAB ID.
1. Go to our [Employer Electronic Filing Site](#).
 2. Create an account or login.
 - a If you do not already have an account, click on create a new account.
 - b If you already have an account, enter your email and password and login.
 3. Data Entry Tax Services

The screenshot shows the Employer Electronic Filing Site dashboard. On the left is a navigation menu with the following items: Home, Pending/Incomplete Returns, Data Entry Tax Services, File Upload Tax Services, Previous Returns and Payments, and Other Services. Below the menu are links for 'Pay Balance Due' and 'Submit Documentation / Respond to a Notice'. The main content area features a warning: '***You have Pending/Incomplete Returns***'. Below this are several service categories: 'Pending/Incomplete Returns', 'Pending Remittance Stub', 'Data Entry Tax Services' (with a red asterisk), 'File Upload Tax Services' (with a red asterisk), 'Previous Returns and Payments', and 'Other Services'. Each category includes a brief description of the service.

4. File a quarterly EIT and/or LST Return

The screenshot shows the 'Data Entry Tax Services' page. On the left is a navigation menu with items: Home, Pending/Incomplete Returns, Data Entry Tax Services, File Upload Tax Services, Previous Returns and Payments, and Other Services. Below the menu are links for 'Pay Balance Due' and 'Submit Documentation / Respond to a Notice'. The main content area is titled 'Data Entry Tax Services' and contains the instruction 'Please choose an option below to continue.' There are two buttons: 'File a quarterly EIT and/or LST Return' and 'File an Annual W-2 Reconciliation Return'. The first button has a tooltip that reads: 'File your quarterly Earned Income Tax (EIT) return, and/or quarterly Local Services Tax (LST) return by entering your employee tax data (Start a new return, continue with an incomplete return, change or delete an incomplete return)'. The second button has a tooltip that reads: 'File your Annual W-2 Reconciliation return (Start a new return, continue with an incomplete return, change or delete an incomplete return)'.

5. Complete the required fields.

6. Validate

The screenshot shows the 'Data Entry Tax Services' page with the 'New Tax Account Validation' form. The page title is 'Data Entry Tax Services' and the instruction is 'Please enter the information below in order to validate your account:'. The form is titled 'New Tax Account Validation' and includes a note: 'Required fields are marked with (*)'. The form fields are: 'HAB ID: - (Help me find my HABID)' with a text input field; 'Federal ID: -' with a text input field; 'PSD Code: - (PSD Code Lookup)' with a text input field; 'Tax Year: -' with a dropdown menu; and 'Quarter: -' with a dropdown menu. At the bottom of the form are 'Validate' and 'Cancel' buttons.

7. Review the information.
 - a. If the information is incorrect, please contact us to make the appropriate changes.
8. Select a Filing Option(s):
 - a. If we collect both the EIT & LST for the PSD, 3 options are listed: EIT Only, LST Only or Combined EIT and LST
 - b. If we collect only the EIT or only the LST for the PSD, that is the only option that will be listed.
9. Continue

Data Entry Tax Services
Please review account details before proceeding to the next step. If this is not the correct account, please click on "Go Back" to re-enter your information.

Tax Year: 2023 Quarter: 4th
[REDACTED] IONS LTD

Physical Address: [REDACTED] Physical Address Missing Federal ID: [REDACTED]
HAB ID: [REDACTED]

PSD: 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)

Please select a filing option below and click "Continue" to start your return.

Filing Option(s):
 EIT Only
 LST Only
 Combined EIT and LST

Buttons: Go Back, Continue, Cancel

10. Review Physical Address
 - a. The address where the employees work.
 - b. If the information is incorrect, please contact us to make the appropriate changes.
11. Review the Mailing Address(es).
 - a. If the information is incorrect, please contact us to make the appropriate changes.
12. Save & Continue

Data Entry Tax Services
Your current employer account details are listed below. Please make any updates to your account details before proceeding to the next step.

Tax Year: 2023 Quarter: 4th
[REDACTED] IONS LTD

Physical Address: [REDACTED] Physical Address Missing Federal ID: [REDACTED]
HAB ID: [REDACTED]

PSD: 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)

Update

Earned Income Tax Mailing Address: 115 JEN [REDACTED] Update

Local Services Tax Mailing Address: 115 JEN [REDACTED] Update

Buttons: Go Back, Save & Continue, Cancel

13. Complete the Earned Income Tax fields, if shown.
14. Complete the Local Services Tax field, if shown.

- Home
- Pending/Incomplete Returns
- Data Entry Tax Services**
- File Upload Tax Services
- Previous Returns and Payments
- Other Services

Pay Balance Due

Submit Documentation / Respond to a Notice

Data Entry Tax Services

Please enter your employer/employee tax withheld details below and click "Save and Continue" to proceed.

Tax Year: 2023 Quarter: 4th

Physical Address: 115 [REDACTED] JEN [REDACTED] Federal ID: [REDACTED] HAB ID: [REDACTED]

PSD: 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)

Required fields are marked with (*)

EARNED INCOME TAX

Total earned income tax withheld from employees during this quarter:*

\$ 0.00 [What is this?](#)

Credit or adjustment:

\$ 0.00 [What is this?](#)

Total payment: **\$0.00**

LOCAL SERVICES TAX

Total local services tax withheld from employees during this quarter:*

\$ 0.00 [What is this?](#)

Number of employees exempt from the municipal and school portion of tax:*

0 [What is this?](#)

Number of employees exempt from the municipal portion of tax:*

0 [What is this?](#)

Local Services Tax Municipal and School District Rates:

Municipal amount per employee: \$42.00.
Municipal exemption amount \$12,000.00.
School district amount per employee: \$10.00.
School district exemption amount \$1,000.00.

Click the "Save" button below to save the data on this page.

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.
Please note that earned income tax withheld should not be submitted for employees residing in PHILADELPHIA.

15. Update the employees Social Security Number, their Name and / or their Address, if necessary.
16. Add a New Employee, is necessary.
17. Delete an employee, if necessary and if they had no wages for the period.
18. Complete the require fields for EIT and / or LST.
19. Check the LST Exemption check boxes, if necessary
20. Save & Continue

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.
Please note that earned income tax withheld should not be submitted for employees residing in PHILADELPHIA.

Tax Withheld and Wages:

Delete Selected Employee(s)
Valid format for wages and withheld amounts: 999999.99
Add a New Employee

	SS#	Name/Address	PSD	EIT Wages*	EIT Withheld*	LST Full Exemption	LST Municipal Only Exemption	LST Amount Withheld*
<input type="checkbox"/>	***-**-0320	[REDACTED]	460301 CHELTENHAM TOWNSHIP - CHELTENHAM TOWNSHIP SD	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	***-**-7341	[REDACTED]	460101 ABINGTON TWP - ABINGTON SD	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	***-**-3458	[REDACTED]	880000 OUT OF STATE	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	***-**-8242	[REDACTED]	460701 LOWER MERION TWP - LOWER MERION SD	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	***-**-8037	[REDACTED]	460301 CHELTENHAM TOWNSHIP - CHELTENHAM TOWNSHIP SD	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$

Save & Go Back
Save
Save & Continue
Cancel

- 21. Review the information.
- 22. Continue with your Return

- Home
- Pending/Incomplete Returns
- Data Entry Tax Services
- File Upload Tax Services
- Previous Returns and Payments
- Other Services

Data Entry Tax Services

Below is a summary of your return. Please review for accuracy. If you need to make adjustments, please click the "Back" button on the bottom of this page, otherwise click "Continue with your return" to proceed to the next step

Tax Year: 2023 Quarter: 4th

Physical Address: 113 JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT
 Federal ID: [REDACTED]
 HAB ID: [REDACTED]
 PSD: 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)

Earned Income Tax Return Details		Local Services Tax Return Details	
1. Total earned income tax wages:	\$10,000.00	8. Number of employees:	5
2. Total amount of earned income tax withheld this quarter:	\$100.00	9. Number of full exemptions:	4
3. Credit or adjustment:	(\$0.00)	10. Total amount of local services tax withheld this quarter:	\$13.00
4. Net amount due:	\$100.00	11. Amount local services tax withheld for individuals ONLY liable for the school district portion of the tax:	\$0.00
5. Interest:	\$0.00	12. Discount:	(\$0.00)
6. Late Filing Fees:	\$0.00	13. Net amount due:	\$13.00
7. Total earned income tax amount due (sum of line 4, 5 and 6):	\$100.00	14. Penalty:	\$0.00
		15. Interest:	\$0.00
		16. Total penalty & interest:	\$0.00
		17. Late Filing Fees:	\$0.00
		18. Total local services tax amount due (sum of line 13, 16 and 17):	\$13.00

Total payment due for this Return: \$113.00

- 23. Review the information.
- 24. I Accept & Agree

- Home
- Pending/Incomplete Returns
- Data Entry Tax Services
- File Upload Tax Services
- Previous Returns and Payments
- Other Services

Combined Employer Earned Income Tax (EIT) and Local Services Tax (LST)

Your return for 4th quarter of 2023 totaling a payment of \$113.00 is ready to be submitted.
 Total tax withheld for this return is \$113.00.

Earned income tax payment amount is \$100.00.
 Local services tax payment amount is \$13.00.

Under penalties of perjury, I declare that I have examined the information contained in the file I am submitting and to the best of my knowledge and belief, it is true, correct, and complete and I am authorized to submit this information.

25. Submit

26. Complete the necessary fields.

27. Process Payment

28. If payment due,

- When the payment is processed, a confirmation number will be displayed and sent via email.
- The return information will be found on the Previously Filed Returns and Payments page.
- If payment is not made, the return will be listed on the Data Entry Tax Services page under the Heading Incomplete Returns until payment is processed.