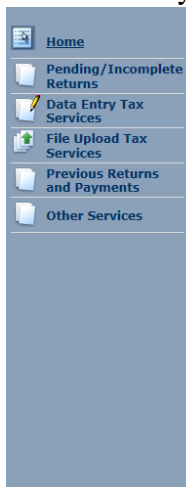


Employer E-File Data Entry EIT Only, LST Only or EIT & LST Combined

- EIT Data Entry
- LST Data Entry
- Combined EIT/LST Data Entry
- Employers can now print out a copy of previously filed data entry returns
- New HABID Lookup Form – this allows employers to find their HAB ID if they provide their Fed ID, PSD code, and zip code

1. hab-inc.com
2. Quick Links (left margin)
3. Business e-file
4. Employer Quarterly Return
5. Employer Login – email & password
6. Login
7. Data Entry Tax Services



*****You have Pending/Incomplete Returns*****

You have at least one pending/incomplete return that may require action. Please click on the "Pending/Incomplete Returns" option to view your incomplete returns and receive further instructions.

Pending/Incomplete Returns:

If your uploaded file was selected for offline validation, choose this option to continue working with that return once you've been notified that the offline validation steps have been completed. From this menu you can view error reports, delete error reports or continue filing your return.

Pending Remittance Stub:

Recreate a pending Remittance stub for a return.

Data Entry Tax Services: *

File your quarterly Earned Income Tax (EIT) return, quarterly Local Services Tax (LST) return, combined EIT/LST return, or Annual W-2 Reconciliation (W2Rec) by entering your employee tax data into a form on our website. You will need your H.A. Berkheimer account number, Federal Tax ID number (EIN), and PSD code in order to file. Choose this option to start a new return or continue where you left off for a return you already started.

File Upload Tax Services: *

Upload your quarterly or monthly Earned Income Tax (EIT) return, quarterly Local Services Tax (LST) return, or Annual W-2 Reconciliation (W2Rec). Use your own third-party software (such as Excel or a custom program) to create a file containing the necessary tax information, then upload the file to us. Choose this option to see file specifications or to upload your return.

* If you are required to file EIT on a monthly basis, you must use the File Upload method to file your EIT return.

Previous Returns and Payments:

Choose this option to view previously filed returns and print details for previously filed data entry returns.

Other Services:

Choose this option to gain access to the services listed below.

8. File a quarterly EIT and/or LST Return

Data Entry Tax Services
Please choose an option below to continue.

File a quarterly EIT and/or LST Return

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)

File an Annual W-2 Reconciliation Return

File your Annual W-2 Reconciliation return (Start a new return, continue with an incomplete return, change or delete an incomplete return)

9. Complete the required fields: HAB ID, Federal ID, PSD Code, Tax Year, Quarter
10. Validate

Data Entry Tax Services
Please enter the information below in order to validate your account:

New Tax Account Validation

Required fields are marked with (*)

HAB ID:*

Federal ID:*

PSD Code:*

[\(PSD Code Lookup\)](#)

Tax Year:*

Quarter:*

11. Filing Options: Choose the tax or taxes you are filing
 - a. If we collect both EIT & LST for the PSD, 3 options are listed: EIT Only, LST Only or Combined EIT and LST
 - b. If we collect only EIT or only LST for the PSD, only that option will be listed.

12. 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: 2018 Quarter: 1st

BRODY COMMUNICATIONS LTD

Physical Address:	Physical Address Missing	Federal ID:	260002938
Address:		HAB ID:	1385789
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

13. Review Physical Address (the address where the employees work), the Earned Income Tax Mailing Address (the address you would like EIT related correspondence mailed to) and or the Local Services Tax Mailing Address (the address you would like LST related correspondence be mailed to). If there are corrections, updates or the information is missing, Update.

14. 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: 2018 Quarter: 1st

BRODY

Physical Address:	Physical Address Missing	Federal ID:	
Address:		HAB ID:	
PSD:	460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)		

Earned Income Tax Mailing Address	Local Services Tax Mailing Address
JENKINTOWN, PA 19046-2031	JENKINTOWN, PA 19046-2031
<input type="button" value="Update"/>	<input type="button" value="Update"/>

15. Complete the Earned Income Tax fields, if shown.

16. Complete the Local Services Tax field, if shown.

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

Tax Year: 2018 Quarter: 1st
BRODY COMMUNICATIONS LTD
 Physical Address: 50 N 7TH ST BANGOR, PA 18013
 PSD: 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)
 Federal ID:
 HAB ID:

Required fields are marked with (*)

EARNED INCOME TAX	LOCAL SERVICES TAX
Total earned income tax withheld from employees during this quarter:*	Total local services tax withheld from employees during this quarter:*
\$ 0.00 What is this?	\$ 0.00 What is this?
Credit or adjustment:	Local Services Tax Municipal and School District Rates:
\$ 0.00 What is this?	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.
Total of all previous monthly deposit payments:	
\$ 0.00 What is this?	
Total payment: \$0.00	

17. Update the employees SS# and / or the Name/Address, if necessary

18. Add a New Employee, is necessary

19. Delete an employee, if they had no wages for the period.

20. Complete the require fields for EIT and / or LST

21. Check the LST Exemption boxes, if necessary

22. Click 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: 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*
1. <input type="checkbox"/> <input type="checkbox"/> ***-**-5471		460301 CHELTENHAM TOWNSHIP - CHELTENHAM TOWNSHIP SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
2. <input type="checkbox"/> <input type="checkbox"/> ***-**-0320		460301 CHELTENHAM TOWNSHIP - CHELTENHAM TOWNSHIP SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
3. <input type="checkbox"/> <input type="checkbox"/> ***-**-7160		460101 ABINGTON TWP - ABINGTON SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
4. <input type="checkbox"/> <input type="checkbox"/> ***-**-7341		460101 ABINGTON TWP - ABINGTON SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
5. <input type="checkbox"/> <input type="checkbox"/> ***-**-8242		460701 LOWER MERION TWP - LOWER MERION SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
6. <input type="checkbox"/> <input type="checkbox"/> ***-**-1345		461801 UPPER DUBLIN TWP - UPPER DUBLIN SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
7. <input type="checkbox"/> <input type="checkbox"/> ***-**-5489		461801 UPPER DUBLIN TWP - UPPER DUBLIN SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
8. <input type="checkbox"/> <input type="checkbox"/> ***-**-8484		460801 LOWER MORELAND TWP - LOWER MORELAND TOWNSHIP SD	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
		460301					

23. Review the details of the report

24. Continue with your Return

<p>Tax Year: 2018 Quarter: 1st</p> <p>BRODY COMMUNICATIONS LTD</p> <p>Physical Address: 50 N 7TH ST BANGOR, PA 18013 PSD: 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)</p> <p>Federal ID: <input type="text"/> HAB ID: <input type="text"/></p>																																							
<p>Earned Income Tax Return Details</p> <table border="1"> <tr><td>1. Total earned income tax wages:</td><td>\$0.00</td></tr> <tr><td>2. Total amount of earned income tax withheld this quarter:</td><td>\$0.00</td></tr> <tr><td>3. Credit or adjustment:</td><td>(\$0.00)</td></tr> <tr><td>4. Total of all previous monthly deposit payments:</td><td>(\$0.00)</td></tr> <tr><td>5. Net amount due:</td><td>\$0.00</td></tr> <tr><td>6. Interest:</td><td>\$0.00</td></tr> <tr><td>7. Late Filing Fee:</td><td>\$0.00</td></tr> <tr><td>8. Total earned income tax amount due (sum of line 5, 6 and 7):</td><td>\$0.00</td></tr> </table>	1. Total earned income tax wages:	\$0.00	2. Total amount of earned income tax withheld this quarter:	\$0.00	3. Credit or adjustment:	(\$0.00)	4. Total of all previous monthly deposit payments:	(\$0.00)	5. Net amount due:	\$0.00	6. Interest:	\$0.00	7. Late Filing Fee:	\$0.00	8. Total earned income tax amount due (sum of line 5, 6 and 7):	\$0.00	<p>Local Services Tax Return Details</p> <table border="1"> <tr><td>9. Number of employees:</td><td>10</td></tr> <tr><td>10. Number of exemptions:</td><td>10</td></tr> <tr><td>11. Total amount of local services tax withheld this quarter:</td><td>\$0.00</td></tr> <tr><td>12. Amount local services tax withheld for individuals ONLY liable for the school district portion of the tax:</td><td>\$0.00</td></tr> <tr><td>13. Discount:</td><td>(\$0.00)</td></tr> <tr><td>14. Net amount due:</td><td>\$0.00</td></tr> <tr><td>15. Penalty:</td><td>\$0.00</td></tr> <tr><td>16. Interest:</td><td>\$0.00</td></tr> <tr><td>17. Total penalty & interest:</td><td>\$0.00</td></tr> <tr><td>18. Late Filing Fee:</td><td>\$0.00</td></tr> <tr><td>19. Total local services tax amount due (sum of line 14, 17 and 18):</td><td>\$0.00</td></tr> </table>	9. Number of employees:	10	10. Number of exemptions:	10	11. Total amount of local services tax withheld this quarter:	\$0.00	12. Amount local services tax withheld for individuals ONLY liable for the school district portion of the tax:	\$0.00	13. Discount:	(\$0.00)	14. Net amount due:	\$0.00	15. Penalty:	\$0.00	16. Interest:	\$0.00	17. Total penalty & interest:	\$0.00	18. Late Filing Fee:	\$0.00	19. Total local services tax amount due (sum of line 14, 17 and 18):	\$0.00
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18. Late Filing Fee:	\$0.00																																						
19. Total local services tax amount due (sum of line 14, 17 and 18):	\$0.00																																						
<p>Total payment due for this Return: \$0.00</p> <p>Back Continue with your Return Cancel</p>																																							

25. Review the summary

26. I Accept & Agree

<p>berkheimer TAX INNOVATIONS</p> <p>AMC LLC Molly Chyle Wednesday, February 07, 2018 Last Logon: 2/7/2018 7:19:30 AM</p> <p>Update Profile Log Out</p>	<p>Combined Employer Earned Income Tax (EIT) and Local Services Tax (LST)</p> <p>Your return for 1st quarter of 2018 totaling a payment of \$0.00 is ready to be submitted. Total tax withheld for this return is \$0.00.</p> <p>Earned income tax payment amount is \$0.00. Local services tax payment amount is \$0.00.</p> <p>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.</p> <p style="text-align: center;"> I Accept and Agree I DO NOT Accept or Agree </p>
---	---

27. Submit

berkheimer EBX INNOVATIONS AMC LLC
Molly Chyle
Wednesday, February 07, 2018
Last Logon: 2/7/2018 7:19:30 AM [Update Profile](#) | [Log Out](#)

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)

Submitting this zero-due return will prevent any future editing of the data contained.

28. Choose to use saved bank account information or to enter bank account information

29. Complete the necessary fields

30. Process Payment

berkheimer EBX INNOVATIONS AMC LLC
Molly Chyle
Wednesday, February 07, 2018
Last Logon: 2/7/2018 7:19:30 AM [Update Profile](#) | [Log Out](#)

Home
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Combined Employer Earned Income Tax (EIT) and Local Services Tax (LST): Payment Processing

Use Saved Bank Account Enter Bank Account Information

Payment Amount: **\$565.00**

Bank 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.

[You will be contacted via email if there are any concerns regarding your online payment.](#)

31. If payment due,
- a. When the payment is processed, a confirmation number will be displayed and also sent via email. The return information will be found on the Previously Filed Returns and Payments page
 - b. If payment is not made, the return will remain in the Pending / Incomplete Returns page until payment is processed.