

## **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 'Data Entry Tax Services' section of the Employer Electronic Filing website. The left sidebar contains navigation links: Home, Pending/Incomplete Returns, Data Entry Tax Services (highlighted), File Upload Tax Services, Previous Returns and Payments, and Other Services. The main content area has a blue header with the text '\*\*\*You have Pending/Incomplete Returns\*\*\*' and a message: '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.' Below this, there are several sections: 'Pending/Incomplete Returns:' with instructions on offline validation; 'Pending Remittance Stub:' with a link to recreate a stub; 'Data Entry Tax Services: \*' with instructions on filing quarterly EIT, LST, or combined returns; 'File Upload Tax Services: \*' with instructions on uploading returns; 'Previous Returns and Payments:' with a link to view previous returns; and 'Other Services:' with a list of services including PSD Address Confirmation, File Download, Employer Registration, and HAB ID lookup.

#### 4. 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)

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

#### 5. Complete the required fields.

#### 6. 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: (\*) [\(Help me find my HABID\)](#)

Federal ID: (\*)

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

Tax Year: (\*)

Quarter: (\*)

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

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] DNS 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

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 [REDACTED]  
JEN [REDACTED]  
Update

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

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

### 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**

**Employer:** [REDACTED] NS LTD

**Physical Address:** 115 [REDACTED] **Federal ID:** [REDACTED]

**Address:** JEN [REDACTED] **HAB ID:** [REDACTED]

**PSD:** 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT)

**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

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

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*
1.	<input type="checkbox"/> [REDACTED]	[REDACTED]	460301 CHELTONHAM TOWNSHIP - CHELTONHAM TOWNSHIP SD	\$ [REDACTED]	\$ [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	\$ [REDACTED]
2.	<input type="checkbox"/> [REDACTED]	[REDACTED]	460101 ABINGTON TWP - ABINGTON SD	\$ [REDACTED]	\$ [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	\$ [REDACTED]
3.	<input type="checkbox"/> [REDACTED]	[REDACTED]	880000 OUT OF STATE	\$ [REDACTED]	\$ [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	\$ [REDACTED]
4.	<input type="checkbox"/> [REDACTED]	[REDACTED]	460701 LOWER MERION TWP - LOWER MERION SD	\$ [REDACTED]	\$ [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	\$ [REDACTED]
5.	<input type="checkbox"/> [REDACTED]	[REDACTED]	460301 CHELTONHAM TOWNSHIP - CHELTONHAM TOWNSHIP SD	\$ [REDACTED]	\$ [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	\$ [REDACTED]

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](#)  
  
[Pay Balance Due](#)  
[Submit Documentation / Respond to a Notice](#)

### 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 [REDACTED] **Federal ID:** [REDACTED]

**PSD:** 460601 (JENKINTOWN BORO - JENKINTOWN SCHOOL DISTRICT) **HAB ID:** [REDACTED]

**Earned Income Tax Return Details**

1. Total earned income tax wages:	\$10,000.00
2. Total amount of earned income tax withheld this quarter:	\$100.00
3. Credit or adjustment:	(\$0.00)
4. Net amount due:	\$100.00
5. Interest:	\$0.00
6. Late Filing Fees:	\$0.00
7. Total earned income tax amount due (sum of line 4, 5 and 6):	<b>\$100.00</b>

**Local Services Tax Return Details**

8. Number of employees:	5
9. Number of full exemptions:	4
10. Total amount of local services tax withheld this quarter:	\$13.00
11. Amount local services tax withheld for individuals ONLY liable for the school district portion of the tax:	\$0.00
12. Discount:	(\$0.00)
13. Net amount due:	\$13.00
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):	<b>\$13.00</b>

**Total payment due for this Return: \$113.00**

[Back](#) [Continue with your Return](#) [Cancel](#)

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](#)  
  
[Pay Balance Due](#)  
[Submit Documentation / Respond to a Notice](#)

### 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.

[I Accept and Agree](#) [I DO NOT Accept or Agree](#)

## 25. Submit

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

Clicking on the "Submit" button will take you to the ACH Payment Processing screen.  
Clicking on the "Create Remittance Stub" will require you to download a payment stub and mail a check for amount due.

Pay Balance Due  
Submit Documentation / Respond to a Notice

## 26. Complete the necessary fields.

## 27. Process Payment

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

Payment Amount: **\$113.00**

Account Type:  **NOTE: Not all checking and savings accounts allow ACH Debits. Please check with your bank if you are not using a standard checking or savings account.**

Name on Account:  The name on the account is found at the top of your check. **This is not the name of the financial institution.**

Routing Number:  The Bank Routing Number can be found at the bottom of your check. [Show Me](#)

Routing Number Confirmation:

Bank Account Number:  The Bank Account Number can be found at the bottom of your check. [Show Me](#)

Bank Account Number Confirmation:

☐ I want to save this account under my profile for future payments.

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.

Pay Balance Due  
Submit Documentation / Respond to a Notice

## 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.