

Employer Quarterly Return **Local Earned Income Tax Withholding** **e-File using Our Upload Service**

1. Go to our [Employer Electronic Filing](#) Site.
2. Review the 3 filing formats.
 - a. CSV File – a sample report is on page 5.
 - b. Federal File
 - c. PA Standard (EFW2-PA)
3. Create a report using 1 of the 3 different formats.
4. 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.
5. File Upload Tax Services

The screenshot displays the Berk-e Employer Electronic Filing website. On the left is a navigation menu with links: Home, Pending/Incomplete Returns, Data Entry Tax Services, File Upload Tax Services (highlighted), 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***' with instructions to click on the 'Pending/Incomplete Returns' option. Below this are sections for 'Pending/Incomplete Returns:', 'Pending Remittance Stub:', 'Data Entry Tax Services:', 'File Upload Tax Services:', 'Previous Returns and Payments:', and 'Other Services:'. The 'File Upload Tax Services:' section includes a detailed instruction to upload quarterly or monthly EIT, LST, or W-2 Reconciliation returns using third-party software like Excel, and a note that monthly EIT filers must use the File Upload method.

6. EIT – Upload My Earned Income Tax Return

File Upload Tax Services

EIT - Upload My Earned Income Tax Return
Use this option to file your Quarterly or Monthly EIT return using one of our permitted file formats. Refer to the following documents for file format requirements:
[CSV File Format](#)
[Federal File Format *](#)
[PA Standard Format \(EFW2-PA\)](#)

LST - Upload My Local Services Tax Return (Simple Format - Single Employer Only)
Use this option to file your quarterly LST return for a single employer using our original simplified file format. Refer to the following document for file format requirements:
[Single Employer CSV File - Simple Format](#)

LST - Upload My Local Services Tax Return (Single or Multi Employer Format)
Use this option to file your quarterly LST return for either a single employer or for multiple employers using one of our permitted formats. Refer to the following documents for file format requirements:
[Single or Multi-Employer CSV File Format](#)
[PA Standard Format \(EFW2-PA\)](#)

W-2 Rec - Upload My Annual W-2 Reconciliation File
Use this option to file your W-2 Reconciliation using one of our permitted file formats. Refer to the following documents for file format requirements:
[CSV File Format](#)
[Federal File Format *](#)
[EFW2 File Format](#)
[PA Standard Format \(EFW2-PA\)](#)

* If using the federal format for EIT or W-2 Rec, all records MUST be 128 characters in length, with any unused fields being filled with spaces.

7. Complete the require fields indicated by an *

8. Upload File

EIT Upload

Required fields are marked with (*)

Account Type: *

Filing Option: *

Email:

Company Name: *

File Format: *

Tax Year: *

Quarter: *

HAB EID#:

FEIN#:

File Name: * Angry Rope Adventures 2024 Q1 EIT.csv [\(What file types can I upload?\)](#)

Please refer to the following documents for appropriate file format.

- [CSV File Format](#)
- [Federal File Format](#)
- [PA Standard Format \(EFW2-PA\)](#)

9. I Accept and 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

Employer File Upload

Your file for the 1st quarter of 2024 totaling \$100.00 is ready to be submitted. Total taxable wages for this file is \$10,000.00.

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.

10. Review the information.

11. Continue

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

Employer File Upload

Your quarterly EIT file is ready for submission.

Company Name: Angry Rope Adventures
Tax Year: 2024
Tax Quarter: 1st
Total Wages: \$10,000.00
Total Tax: \$100.00

Click 'Continue' to set up your payment. You must pay online via bank account debit in order to file online. No additional cost will be incurred.

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

13. Complete the necessary fields

14. Process Payment

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

Employer File Upload Payment Processing

Payment Amount: **\$100.00**

Account Type:

Name on Account:

Routing Number:

Routing Number Confirmation:

Bank Account Number:

Bank Account Number Confirmation:

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

Payment Withdrawal Date:

You will be contacted via email if there are any concerns regarding your online payment.

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.

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


The Bank Routing Number is found on the bottom of your check after the check number. [Show Me](#)


The Bank Account Number is found on the bottom of your check after the nine-digit bank routing number. [Show Me](#)


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.


15. 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.


 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

Previously Filed Returns


Please select a return type in the dropdown below to see previously filed returns.


Return Type:


EIT Upload


EIT Upload Returns


Company	File Type	Yr	Mo	Filing Option	Payment Amt	Amt Withheld	Fees P&I	HAB ID	FED ID	Date Filed
<div></div>	CSV Format	2020	6	Quarterly	\$0.00	\$0.00				4/9/2020
	CSV Format	2020	3	Quarterly	\$0.00	\$0.00				2/25/2020
	CSV Format	2013	3	Quarterly	\$12.50	\$12.50				8/12/2014


 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

Pending/Incomplete Returns

Your incomplete EIT uploads and other uploads that were validated offline are shown below. Check the Result column to see if your file passed or failed validation.

For files that failed validation, click on the "Download Error Report" link to retrieve your custom error report. Once all errors have been corrected, start again by uploading your corrected file.

You can delete old error reports by clicking on "Delete Error Report".

For files that passed validation, click on "File this Return" to continue with the next step towards finalizing your return.

If you previously started a return and don't see it here, proceed as if you were entering a new return of that type.

If you have any questions please call (610) 599-3139 or contact us via the [web](#)

File Name	Filing Type	Tax Period	Processed Date	Result	Next Step	Cancel Return
	EIT	2024 Q1	1/11/2024 8:35:12 AM	Passed	File This Return EXP: 05/01/2024	Cancel This Return
	EIT	2024 Q1	1/11/2024 8:33:47 AM	Passed	File This Return EXP: 05/01/2024	Cancel This Return
	EIT	2022 Q1	1/27/2022 7:57:36 AM	Passed	EXP: 05/03/2022 File This Return	Cancel This Return
	EIT	2020 Q1	3/24/2020 5:32:48 AM	Failed	Download Error Report	Delete The Error Report

CSV File Format Sample

	A	B	C	D	E	F	G	H	I	J	K
1	E	18	3	6.22E+08	HORN US	50 N 7TH	Bangor	PA	18013		400504
2	20684890	Joe Some	50 N 7TH	Bangor	PA	18013	18	3	10000	100	480101
3											
4											
5											
6											