

Employer Earned Income Tax E-File Upload

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*****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.

Data Entry Tax Services: *
File your quarterly Earned Income Tax (EIT) return, and/or quarterly Local Services Tax (LST) return by entering your employee tax data into a form on our website. You will need your H.A. Berkeimer 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 yearly W2 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.

- PSD Address Confirmation Service - Obtain the correct PSD codes and rates for your employees
- File Download Service - If we've notified you about a file available for download, get it here
- Registration/Update Employer Information - Change your business name, address, etc.

<http://demo-e-file.hab-inc.com/Employer/EmployerOptions.aspx>

8. EIT – Upload My Earned Income Tax Return

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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 *
 PA Standard Format (EFW2-PA)
 EFW2 File Format

* 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

9. Complete the required fields: Account Type, Filing Option, Company Name, Tax Year, Quarter, File Name.
10. 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:*

Browse...

Upload File Cancel

Please refer to the following documents for appropriate file format.

- [CSV File Format](#)

File Path – Sample of the CSV format

| | 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 | | | | | | | | | | | |

11. I Accept and Agree

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Employer File Upload

Your file for the 1st quarter of 2018 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.

12. Review the information.

13. Continue

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Employer File Upload

Your quarterly EIT file is ready for submission.

| | |
|---------------|-------------|
| Company Name: | LBC LLC |
| Tax Year: | 2018 |
| 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.

14. Choose to use saved bank account information or to enter bank account information
15. Complete the necessary fields
16. Process Payment

Employer File Upload Payment Processing

Use Saved Bank Account Enter Bank Account Information

Payment Amount: **\$100.00**

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.

17. 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.

Previously Filed Returns

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

Return Type:

| EIT Upload Returns | | | | | | | | | | |
|--------------------|------------|------|----|---------------|-------------|--------------|----------|--------|--------|------------|
| Company | File Type | Yr | Mo | Filing Option | Payment Amt | Amt Withheld | Cost P&I | HAB ID | FED ID | Date Filed |
| HAB | CSV Format | 2017 | 6 | Quarterly | \$500.00 | \$500.00 | | | | 5/1/2017 |

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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 |
|---|-------------|------------|-------------------------|--------|---|---|
| 272018105353_Upload E1 2018.01.csv <small>Uploaded file will expire on: 05/01/2018</small> | EIT | 2018 Q1 | 2/7/2018 10:53:53 AM | Passed | File This Return EXP: 05/01/2018 | Cancel This Return |
| 272018105232_Upload E1 2018.01.csv | EIT | 2018 Q1 | 2/7/2018 10:52:33 AM | Failed | Download Error Report | Delete The Error Report |
| 512017111503_E1 2017 Q2 HAB LLC.csv | EIT | 2017 Q2 | 5/1/2017 11:15:03 AM | Failed | Download Error Report | Delete The Error Report |
| 512017111250_E1 2017 Q2 HAB LLC.csv | EIT | 2017 Q2 | 5/1/2017 11:12:50 AM | Failed | Download Error Report | Delete The Error Report |