



Filing your local tax return online is easy!

1. Go to our home page (hab-inc.com).
2. Click on the menu Electronic Services, Individuals and File your return online or use the links under Quick Links for Individual E-File Taxpayer Annual Local Earned Income Tax Return.
3. Review the Individual E-File Requirements for the Local Earned Income Tax Return.
4. If you meet the requirements, use the [Click here link](#).
5. Create an account (your name, email address, two security questions, password and a phone number) or log into your existing account using just your email address and your password
6. Choose to file an extension (if the due date has not yet arrived) or file an annual return.
7. Whether filing an extension or a annual return the processes are similar. With the extension you start the return, complete the extension form and continue the return at a later date. With the annual return, you start and complete the return.



Extension – Single Data Entry	Annual Return – Data Entry	Annual Return – Upload Images
Extensions can only be filed for the current year	Tax Year	Tax Year
Extension can only be filed data entry (select forms)	Choose to file upload or data entry (Select Forms)	Choose to file upload or data entry (Select Forms)
Extensions can only be file single	Choose to file Single or Joint	Choose to file Single or Joint
Answer the requirement questions	Answer the requirement questions	Answer the requirement question
Verify your SSN, Name, Zip Code	Verify your SSN, Name, Zip Code	Verify your SSN, Name, Zip Code
Verify or update your address, PSD Code	Verify or update your address, PSD Code	Verify or update your address, PSD Code
	Confirm single or joint filing	Confirm single or joint filing
	If filing joint, add your spouse	If filing joint, add your spouse
List your reason for needing an extension		
Submit an estimate payment (optional)		
A confirmation email is sent to you		
The extension is listed on the New / Current page		
When ready, continue with the return		
Choose the forms that apply to your situation	Choose the forms that apply to your tax situation	Upload your tax return images
Using the hard copy form, complete the electronic forms	Using your hard copy form, complete the electronic forms	
Report other income such as cash on Line 3 of the form	Report other income such as cash on Line 3 of the form	
Report your quarterly payments on Line 11 of the form	Report your quarterly payments on Line 11 of the form	
Accept and Agree	Accept and Agree	Accept and Agree
If money is due, choose to pay by ACH or CC	If money is due, choose to pay by ACH or CC	If money is due, choose to pay by ACH or CC
A confirmation email is sent to you	A confirmation email is sent to you	A confirmation email is sent to you
The return is listed on the Previously Filed page	The return is listed on the Previously Filed page	The return is listed on the Previously Filed page
You are done!	You are done!	You are done!