



---

## **Berks Earned Income Tax Bureau (BEITB) Employer Payment Plan Guidelines**

The BEITB provides a program to assist employers and businesses that are delinquent in payment of their Earned Income Tax, Local Services Tax, and/or Business Privilege Tax liabilities. This written agreement allows employers to make monthly installments of taxes due plus penalties and interest.

### **General Guidelines:**

- An employer is only permitted to be on one (1) payment plan at a time – multiple payment plans are not permitted.
- One (1) payment plan for multiple tax years is acceptable.
- Interest and penalties are calculated to the start date of the agreement.
- The payment plan is a request, not a guarantee. The agreement is only considered established when authorized by BEITB and signed by the employer.
- Any employer or business BEITB account with a delinquency will not be eligible for a payment plan.
- Once authorized by BEITB, please allow 2-3 weeks for paperwork to be processed and mailed to the employer.

### **Financial Guidelines:**

- The payment plan set up fee is \$50.00 for an employer.
- A down payment of 25% of the outstanding tax liability is required to set up a payment plan agreement.
- In addition, a \$25.00 per payment processing fee will be incorporated into the payment plan agreement.
- Payments can be made via cash (at our office only), check, credit card payments through [www.officialpayments.com](http://www.officialpayments.com) (fees apply), or automatic debit payments. Payment option details will be mailed upon acceptance of payment plan.
- A bad check (NSF/closed account) will incur an additional \$50.00 fee and may result in legal action against your organization.
- Failure to make a payment of the amount due - and at the time set forth in the agreement - will result in the cancelation of your payment plan. Additionally, your balance due will be turned over to a collection agency with no additional communication to the employer (additional interest, penalties and/or fees may apply).

To request a payment plan with BEITB, please email Jennifer Hart at [jhart@berkseit.com](mailto:jhart@berkseit.com) or contact our office using the information below. Our office hours are Monday through Friday 8:00 AM – 4:30 PM.