

BERKS EARNED INCOME TAX BUREAU

1125 Berkshire Blvd, Suite 115, Wyomissing, PA 19610

Phone: 610-372-8439 Toll Free: 1-855-372-8439

Fax: 610-372-1102 Email: beitb@berkseit.com

New Employer Information

Business Registration Questionnaire

Home Occupation Registration Form

Employer Instructions

Due Dates and Late Filing Information

Electronic Filing Information

The following forms and returns may be found on our website:

Employer Payment Voucher - Form 501

Employer Quarterly Return – Form 511

Employer Year-End Reconciliation – Form 521

Local Services Tax Employer Return

Bank Authorization Form

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Business Registration Questionnaire

(PLEASE PRINT CLEARLY)

ACCOUNT NUMBER _____ (WILL BE ASSIGNED BY BUREAU)

BUSINESS NAME _____

DBA/TA (if applicable) _____

LOCAL BUSINESS, WORK SITE **OR** _____

HOME BASED EMPLOYEE ADDRESS

(Please circle one)

Work Location PSD _____

MAILING ADDRESS FOR FORMS _____

(No 3rd party services)

DO YOU OWN ___ OR RENT ___ THIS LOCATION? IF RENTED, FROM WHOM: _____

OR, IS THIS A WORKSITE? _____ (NAME & ADDRESS) _____

DATE BUSINESS/EMPLOYEE STARTED _____ NUMBER OF **W2** EMPLOYEES _____

(This location)

(This location)

LOCAL BUSINESS PHONE NUMBER (_____) _____ - _____ FAX NUMBER (_____) _____ - _____

PAYROLL CONTACT _____ PHONE NUMBER (_____) _____ - _____

EMAIL ADDRESS _____ WEBSITE: _____

BUSINESS ENTITY: PROPRIETORSHIP ___ PARTNERSHIP ___ CORPORATION ___

(select one) OTHER (explain) _____

DESCRIPTION OF BUSINESS _____

FEDERAL EIN or SSN _____

OWNER - PARTNERS - OFFICERS NAME & HOME ADDRESS

I declare under the penalties provided by law that this questionnaire has been examined by me and is to the best of my knowledge, complete and accurate.

SIGNED _____ TITLE _____

PRINTED NAME _____ DATE _____

**When complete, please fax, email or mail this form using the contact information at the top of the page.
Once we have processed the registration, we will contact you with the appropriate correspondence.**

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HOME OCCUPATION REGISTRATION FORM

Please complete the following information only if you are operating a business from your home. (This information is required to complete your application and will enable us to better understand what type of home occupation you have. A completed form is required to renew your license each year.)

Business Name: _____

Owner's Name and Address: _____

Telephone: _____ Date Business Started: _____

Describe the nature and function of the business: _____

Who practices the home occupation: _____

Please estimate the weekly number of business-related visitors to your home due to the home occupation. Please include all employees, vendors and clients. _____

In what area of the residence is the physical space for the home occupation located:

What is the total square footage of the home, excluding attic, basement, and garage or other storage area, in which the occupation is operated from: _____ of the home office itself: _____

What types of products/services do you provide with your home occupation? _____

Are goods sold from the home? If yes, what type? _____

Are goods or supplies stored on the property? If yes, where? _____

How many employees do you have working at your home, other than family members? _____

What type of identification (signs, etc.) do you have outside your home for the business?

Do you advertise in any publication? If yes, which ones? _____

Is there a commercially identified vehicle (car/truck with a sign identifying a business) parked at the home?

How many parking spaces are required for all employees, vendors, or business-related visitors, by your Home Occupation? _____

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EMPLOYER INSTRUCTIONS

Residency Certification: A residency certificate must be completed by each employee and returned to the responsible person preparing the Form 511 – Quarterly Report. These residency certificates, when completed, must be retained by the employer and be available upon request by Berks EIT Bureau. The employee must designate the proper residency municipality as requested on the form. The employee cannot use a mailing address or PO Box. A new residency certificate should be completed by all new employees, employees who move or employees who change their name.

Form 501 – Payment Voucher: Once registered, you will automatically receive pre-printed payment vouchers. A payment voucher must accompany your quarterly payment to receive proper credit on your account. Quarterly reports will not be processed by this bureau unless your quarterly payment equals the total tax withheld from employees as shown on your Form 511 – Quarterly Report, or electronic file. The Earned Income Tax and Local Services Tax cannot be combined on one check. Payment may also be made electronically.

Form 511 – Quarterly Return: In order to properly complete this report, list each employee by entering the Social Security number, his/her name, and their physical home address (No PO Boxes). From your payroll records, enter the gross wages, Earned Income Tax withheld, employee resident PSD code and worksite PSD code for each employee listed. If the employee lives out of state, the employee PSD code must be 880000. Add the total tax withheld from each page, enter the grand total on the top of the first page and complete the upper portion of the first page.

*All Philadelphia wage tax withheld must be filed and paid to the City of Philadelphia. Please visit www.phila.gov for more information.

Form 521 – Employer’s Reconciliation of Earned Income Tax: Every employer, not filing electronically, is required to complete an annual reconciliation. The Form 521, along with copies of the W-2 forms, or equivalent, is due on or before February 28 of the following year. Please refer to the Form 521 for more detailed instructions.

Forms 501, 511, 521 will be sent on a quarterly basis, by mail or email.

Local Services Tax return: The Local Services Tax is levied on any employee or business owner working in a municipality/school district that imposes the tax. The rate ranges from \$10.00 to \$52.00 per individual. Please refer to our website, www.berkseit.com, under the Local Services Tax tab for a current rate chart of the areas for which we collect. If you don’t see your municipality on the chart, please contact the municipality directly to determine your filing obligations.

Electronic filing: All employers having 50 or more employees must file the Form 511 – Quarterly Report and Form 521 – Employer’s Reconciliation electronically. We welcome all other employers to use this easy filing option. Please refer to the separate page of electronic filing instructions for further information. Any employer electronically reporting detail will not be required to send a Form 511 or Form 521 to the Bureau.

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FORM 511 – QUARTERLY RETURN DUE DATES

1ST Quarter ends March 31ST

DETAIL and PAYMENT are due on or before April 30TH

2ND Quarter ends June 30TH

DETAIL and PAYMENT are due on or before July 31ST

3RD Quarter ends September 30TH

DETAIL and PAYMENT are due on or before October 31ST

4TH Quarter ends December 31ST

DETAIL and PAYMENT are due on or before January 31ST

LATE FILINGS

Any filings post marked after the quarterly due date are subject to applicable penalty and interest and late fees as described below.

Pre-2012 Taxes	2012-2016 Taxes	2017 and Forward
Penalty Rate: 0.5% monthly on unpaid tax amount – no cap.	Penalty Rate: 1.0% monthly on unpaid tax amount – subject to a cap of 15% of tax due.	Penalty Rate: 1.0% monthly on unpaid tax amount – subject to a cap of 15% of tax due.
Interest Rate (Fixed): 6% per annum on unpaid tax amount – no cap.	Interest Rate: 3% per annum on unpaid tax amount. There is no cap on the interest that may be imposed.	Interest Rate: 4% per annum on unpaid tax amount. There is no cap on the interest that may be imposed.
Cost of Collection: Consult with the Executive Director.	Cost of Collection: Per Bureau Schedule of Delinquent Tax Collection Costs, found on website.	Cost of Collection: Per Bureau Schedule of Delinquent Tax Collection Costs, found on website.

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ELECTRONIC FILING INFORMATION

Any employer with 50 or more employees must report the wage detail electronically. This can be done using our Excel spreadsheet, or, if you have a programmer on staff, a layout can be provided.

Employers with fewer than 50 employees are encouraged to use this easy filing option.

Employers that report the wage detail electronically will no longer be required to mail paper copies of the quarterly detail and annual W-2s. Those who choose to pay by check must still send a Form 501 with their payment. You may also elect to pay your liability online. Further instructions are available upon request.

Electronic files and payments will be easily processed via our secured site.

Please call us at 610-372-8439 if you are interested in Electronically Filing your employee wage detail or making payments online. Our staff will assist you in using this secure and easy method of filing and payment.