

**BERKS E.I.T. BUREAU**  
1125 Berkshire Blvd. Suite 115,  
Wyomissing, PA 19610  
Telephone: 610-372-8439  
Fax: 610-372-1102  
EMAIL: [beitb@berkseit.com](mailto:beitb@berkseit.com)

**To upload a file**

- Visit our website at [www.berkseit.com](http://www.berkseit.com)
- Select '*Online Filing and Payments*' from the tabs on the left.
- If you are not registered on the secured site, click 'New Online EIT Accounts' to register
- If you are registered on our secured site, Log on as an Existing Online EIT Account
- Enter the email address and password on the existing user profile, then click '*SUBMIT*'.
- Click 'FILES'
- Click 'Choose File'
- Select the file to upload from your computer
- Click 'Submit'

**If using the Excel Layout:**

The file should be .xls or .xlsx format, and the file requirements are as follows:

For EIT filing -- Columns A thru R; plus an 'E' in Column T for each employee reported

For LST filing -- Columns A thru I; plus Column R; plus an 'L' in Column T for each employee reported

For W2 filing -- Columns A thru R, with a '5' in Col. B (qtr); plus a 'W' in Column T for each employee reported

Do not delete unused columns on the spreadsheet. These must remain or the file will not download and process correctly.

Do not 'hide' columns or rows. It will affect processing.

Only 1 sheet per file. Multiple sheets will affect processing.

EIT, LST and/or W2 information cannot be combined on 1 spreadsheet. Separate files must be uploaded for each type of reporting.

**If using the Text Layout:**

For EIT filing -- Complete Detail & Trailer Records are required; an 'E' must be in Position 154 for each employee reported, Month (pos. 152-153) can be blank unless employer is a consolidated monthly filer.

For LST filing -- A complete Trailer Record is required; complete Detail Record data can be reported, however only the fields indicated in bold are required. An 'L' must be in position 154 for each employee reported.

For W2 filing -- Complete Detail & Trailer Records are required; a 'W' must be in Position 154, and a '5' in Position 7 (qtr) for each employee reported, Month (pos. 152-153) can be blank unless the employer is a consolidated monthly filer.

EIT, LST, and/or W2 information cannot be combined on 1 file. Separate files must be uploaded for each type of reporting.

If you have any questions, please call.

Thank you,

Technology Department  
610-372-8439