

**PRINT OUT THE FORM AND FILE WITH CENTAX/DWA BY
U. S. MAIL. PRINT OUT A COPY FOR YOUR RECORDS.**

INSTRUCTIONS TO COMPLETE YOUR QUARTERLY TAX RETURNS

If your earnings are not subject to 100% withholding of the entire tax due by employer and/or you are self-employed, you are required to file and pay these local taxes on a quarterly basis using the tax forms enclosed herein. All four (4) quarters are provided for your convenience. Return the applicable quarterly tax return with each payment on or before the due date indicated.

Please review the General Information regarding these quarterly filing obligations prior to completing the applicable quarterly return.

1. Earned Income shall be determined by the Regulations set forth by the PA Dept. of Revenue, and include gross earnings or net profits earned, paid or received during the taxing period.
Taxable income includes tips, bonuses, fees, net profits, and other earned income such as vacation pay, separation payments, and taxes assumed by the employer for the employee.
2. The Quarterly Tax Returns must be completed and filed even though no tax is due, except where:
 - (a) the entire tax is withheld by the employer and remitted to this office, or
 - (b) the tax has been paid in advance.
3. Penalty and interest at 1% per month or fractional month will be charged until the tax is paid.
4. Improperly executed or unsigned forms will be considered delinquent. Forms must be signed and show the actual taxable quarterly earnings, the tax due, the total payment enclosed and the name of the resident taxing district. Estimated quarterly payments for taxpayers not subject to withholding must be equivalent to 85% of the actual tax due for each quarterly period.
5. If total taxes being withheld by employer, **COMPLETE FIRST QUARTER FORM. SIGN THE RETURN AND FORWARD IT TO THIS OFFICE.** Keep remaining forms in the event your employment status changes.
6. If there is no tax due for the tax quarter, write, "none" in TAX DUE block, complete and sign the return, and forward it to this office by the appropriate due date.
7. Credits for overpayment on prior years taxes or local earned income taxes withheld by employer may be deducted from the amount of tax due.

PLEASE REMEMBER TO:

- Sign and date your return in appropriate blocks. If joint return, both taxpayers must sign.
- Enclose check or money order, if appropriate, for payment. **DO NOT SEND CASH THROUGH THE MAIL.**
- Indicate any change in name, address, employment or tax status on quarterly tax returns.
- Include self-addressed, stamped envelope for receipt, if desired.

Thank you for submitting your payment to Central Tax Bureau of PA, Inc./Don Wilkinson Agency, Inc. By doing so, you are authorizing Central Tax Bureau of PA, Inc./Don Wilkinson Agency, Inc., to convert your check into a one-time electronic debit from your account at the financial institution indicated on your check. This electronic debit will be for the amount of your check; no additional amount will be added to the check amount.