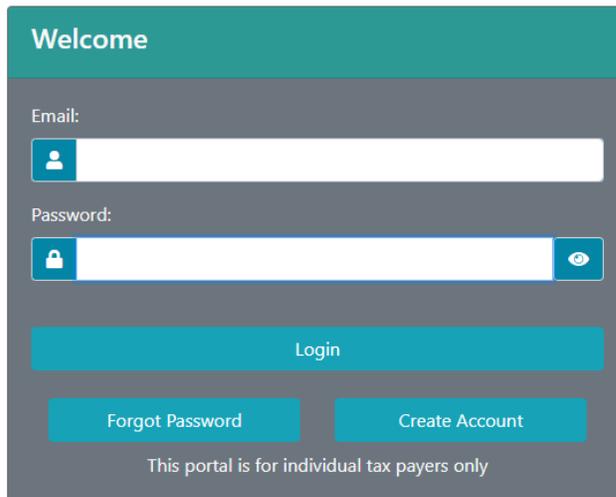


Franklin County Area Tax Bureau

Filing a Tax Return through the Taxpayer Portal

1. The link to access your Taxpayer Portal account can be found on our homepage (www.fcatb.org) or under the Individual Tax Forms webpage. When you click on the link, you will get the screen below. You will have the option to Login or Create Account from the screen below. Enter the email you used to create your Taxpayer Portal account, your password, and click Login. Note that you will also be able to reset your password if you forget it.



Welcome

Email:

Password:

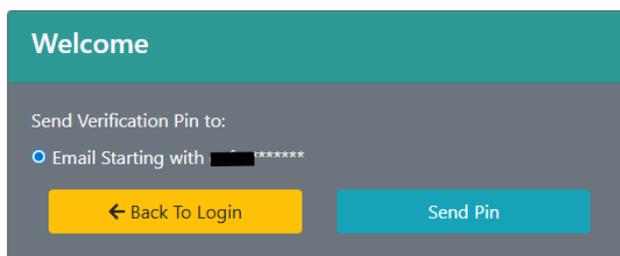
Login

Forgot Password

Create Account

This portal is for individual tax payers only

2. If your email and password were entered correctly, you will see the screen below. Click Send Pin. The Pin will be sent to your email.



Welcome

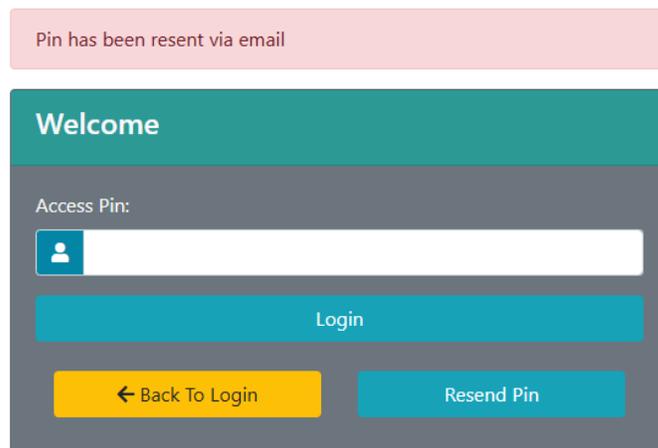
Send Verification Pin to:

Email Starting with [REDACTED]

← Back To Login

Send Pin

- Check your email and enter the Pin that was received on the screen below. Note that you will have five opportunities to enter the correct email and password combination. We suggest clicking on Forgot Password before your fifth attempt. When you click Forgot Password, you will receive an email with instructions on resetting your password by using the security questions you created when you first established your account. If you do enter five incorrect email and password combinations, you will be locked out of the system. You will need to email taxpayer@fcab.org in order to correct this issue.



- You will get the screen below if you have login correctly. From here you will be able to (1) check your account settings, (2) change your password, (3) create a 531 annual tax return, (4) file for an extension, (5) submit a 521 quarterly estimate, (6) authorize a tax preparer to access your account and submit reports on your behalf, and (7) change your address. Note that you will be able to see information that has already been submitted through the portal.

 A screenshot of the FCATB Taxpayer Portal dashboard. The top navigation bar includes links for Dashboard, Account Settings, Change Password, Create 531 Annual Tax Return, File Extension, Pay 521 Quarterly Estimate, Authorizations, Update Address, and Logout. Below the navigation is a dark blue bar with "Account Info" and a user icon. A pink message box states: "** You must allow browser pop-ups for this site to view the confirmation pdfs that are generated. Allow pop-ups for the site https://fcab.org". The main content area has a teal header "Welcome Eduardo Enrique Franchi (eefranchi@aol.com)". Below is a table with columns: Tax Year, Qtr, Type, Taxpayer, Date/Time Filed, Document Reference#, Date/Time Processed, Status, and Taxpayer Amount. The table contains three rows of data, with the Taxpayer and Date/Time Filed columns redacted with black bars. Each row has "View" and "Amend" buttons.

Tax Year	Qtr	Type	Taxpayer	Date/Time Filed	Document Reference#	Date/Time Processed	Status	Taxpayer Amount
2024	0	531	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0
2024	0	531	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0
2023	0	EXT	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0

5. To start a new Form 531 (Local Earned Income and Net Profits tax Return), click on the Create 531 Annual Tax Return at the top of the screen in #4 above. You will need to enter the Tax Year. Note that you will only be able to have one tax return for each taxpayer. The system will alert you if the year you entered is already in our system. Your Resident Municipality will be automatically populated based on your address. If you are filing with a spouse, you will need to select the Taxpayer from the dropdown menu. The address will also be automatically populated. Check the boxes at the bottom if you have Business Income to file or if you moved during the tax year. These instructions will assume no business income and that you didn't move during the year. After selecting the Taxpayer (if appropriate) and confirming the information, click on Proceed to Income Info.



A separate 531 tax form is required for each taxpayer

Eduardo Enrique Franchi (eefranchi@aol.com)

Tax Year:

Your Resident Municipality (Township or Borough):

Taxpayer:

Street Address:

Address 2:

City, State, Zip:

Do you have Business Income to file?*

Yes

Did you Move between Jan 1 2025 and Dec 31 2025?*

Yes *If yes, Complete Sections A & C on the back on this form.

[← Back To Dashboard](#) [Proceed to Income Info](#)

6. Complete the screen below as needed. Reference the 531 Instruction for more detailed instructions on each line (and which lines are automatically populated). Also, hovering over the field will provide you with a short description of the field.

Social Security

1.) W-2 State EARNINGS (Box 16) - COMPENSATION (from attached W-2's)

2.) Employee Business Expenses-EBE's (Attach PA UE And Federal 2106 if used)

4.) Other Taxable Earned Income-From Section B on Next Page (No Interest or Dividends)

5.) Total Taxable Earned Income-Compensation (Add Lines 3 and 4)

10.) Total Taxable Earned Income and Net Profits (Add Lines 5 and 8)

11.) Tax Rate
If you moved from one tax rate area to another during the year, complete a Schedule X to determine rate to enter.
 Chambersburg Area S D Residents (1.7%) Enter .017 // All Other School District Residents (1%) Enter .01
 .01700
 Schedule X Completed

12.) Tax Liability: (Multiply Line 10 by Line 11)

13.) Total Local Income Taxes Withheld Except Philadelphia Income Tax (From Attached W-2's)

14.) Quarterly Payments and/or Last Year's Overpayment Credited to this Year

15.) Credit for Taxes Paid to Philadelphia and/or States other than PA (Attach Local Schedule 6)

16.) Total Withholdings, Payments, and Credits (Add Lines 13,14, and 15)

17.) Tax Balance Due If Line 12 is Greater than Line 16 (Subtract Line 16 from Line 12)

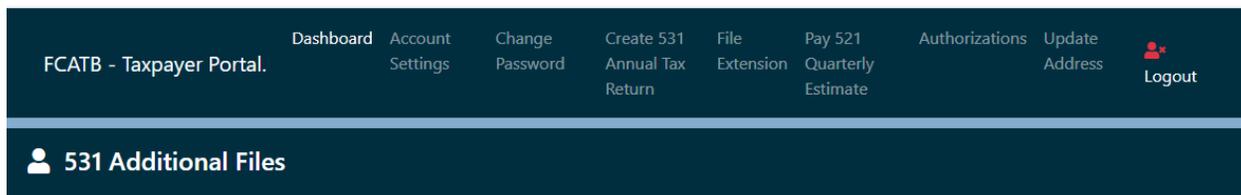
18.) Interest & Penalty If Paid After April 15 (See Instructions)

Interest and Penalty Calculator
 (If your tax liability on line 17 changes, you must recalculate Interest & Penalty)

19.) Late Filing Fee - Enter \$10.00 After April 15 (\$20.00 After December 31)

20.) Quarterly Interest & Penalty (See Instructions)

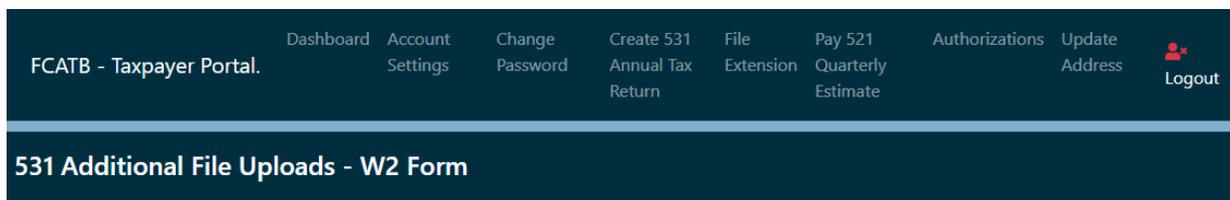
7. After entering all of the necessary fields in the above screen, click the Recalculate Payment/Refund. You will then get the screen below. Depending on what fields a value was entered will depend what forms are Required. A file needs to be uploaded wherever you see “Required” under the Status.



The screenshot shows a table with the following columns: File and Status. The table lists five items, each with a 'Manage' button to its left. The first item, 'W2 Form', has a status of '*Required' in red text. The other items are 'PA UE and Federal 2106', 'PA Schedule C,F', 'PA Schedule RK-1', and 'Schedule G'. A 'Return to Income Entry' button is located in the top right corner of the table area.

	File	Status
Manage	W2 Form	*Required
Manage	PA UE and Federal 2106	
Manage	PA Schedule C,F	
Manage	PA Schedule RK-1	
Manage	Schedule G	

8. Click on Manage to upload all of your forms. You will get the screen below for each form you click Manage on in order to upload the form. Clicking on Choose Files will allow you to select the appropriate file on your computer. After selecting the file, click on Upload.



The screenshot shows a form for uploading a W2 Form file. It includes a 'Year' field with a calendar icon and the value '2025'. Below this is a 'Select W2 Form File:' section with a 'Choose Files' button and the text 'No file chosen'. At the bottom, there are two buttons: a yellow '← Back To File List' button and a green 'Upload' button.

9. Once you click on Upload, you will get the screen below. If you have more files to upload, click on Upload Additional Forms. Once you are done uploading all of the required forms, click on Back to Forms. You should get a Status of “Loaded” next to all of the files/forms you uploaded. Note that you can upload that same form if it meets more than one of the required forms.



Welcome [Redacted]		Continue 531
	File	Status
<input type="button" value="Manage"/>	W2 Form	Loaded
<input type="button" value="Manage"/>	PA UE and Federal 2106	
<input type="button" value="Manage"/>	PA Schedule C,F	
<input type="button" value="Manage"/>	PA Schedule RK-1	
<input type="button" value="Manage"/>	Schedule G	

10. Once all of the files required have been uploaded, click on Continue 531. This will take you to the screen below. In the example provided, there is a payment due of \$50. This was done to show you that you will need to select the Payment Type drop down menu and select how the amount due will be paid. You will have the option of paying by (1) check, (2) ACH, or (3) credit card (via Official Payments). Follow the directions provided online. You must enter your name (which acts as an official signature), your occupation, and a Daytime Phone. Note that your name is a required field.

[Redacted]

21.) Total Due (Add Lines 17,18,19, and 20.) Make check payable to "FCATB"

If \$1.00 Or Less, Enter Zero

Payment Type

I DECLARE UNDER PENALTIES PROVIDED BY LAW, THAT THIS RETURN IS TRUE COMPLETE AND CORRECT

Taxpayer Name Occupation Daytime Phone

I agree that by typing my name on this form and submitting it is the legal equivalent of my manual/handwritten signature.

Paid Preparer's Name (Please Print) Paid Preparer's EIN Paid Preparer's Phone

11. After finalizing your 531 Form, you can click on the Dashboard to see the different forms. If the Status indicates ***Must Finalize**, that indicates that your return has not been finalized. Note that all 531 Forms must be finalized within 30 days or it will automatically be deleted. If the Status says Open, it means that you properly finalized your 531 Form. We now need to review it and accept it. If the Status says Posted, it indicates that we have accepted your return. Note that you will be receiving automated emails through this process.

FCATB - Taxpayer Portal.

[Dashboard](#)
[Account Settings](#)
[Change Password](#)
[Create 531 Annual Tax Return](#)
[File Extension](#)
[Pay 521 Quarterly Estimate](#)
[Authorizations](#)
[Update Address](#)
[Logout](#)

Account Info

** You must allow browser pop-ups for this site to view the confirmation pdf's that are generated. Allow pop-ups for the site <https://fcab.org>

Welcome [REDACTED]

Welcome									
	Tax Year	Qtr	Type	Taxpayer	Date/Time Filed	Document Reference#	Date/Time Processed	Status	Taxpayer Amount
View Delete Edit Files	2025	0	531	[REDACTED]				*Must Finalize	0
View Delete Edit Files	2025	0	531	[REDACTED]				Open	50.00
View Amend	2024	0	531	[REDACTED]				Posted	0
View Amend	2024	0	531	[REDACTED]				Posted	0
	2023	0	EXT	[REDACTED]				Posted	0

12. If you need to go in to edit your 531 Form, you will need to finalize it each time so that we get the most updated form. If you started a form by accident, you could delete it.

13. Good luck!