

FRANKLIN COUNTY AREA TAX BUREAU

443 STANLEY AVE, CHAMBERSBURG, PA 17201-3600
www.fcatb.org, Phone (717) 263-5141, Fax (717) 263-4563

Dear Employer:

Thanks so much for your interest in the employer electronic filing process which will save you time in filing your employee withholdings. The following two options are available for the electronic filing process.

Option 1 – *For employers with a small number of employees.*

The system will allow you to interactively enter and maintain your employees' names, addresses, resident and work PSD (Political Subdivision) codes and reported earnings and withholdings for both EIT (Earned Income Tax) and LST (Local Services Tax). Once you have filed electronically the first time, you will be able to copy your previous filing to the next period. You would then make any additions, deletions, or changes to employees and enter the wages and withholdings you are reporting for the new period. If you wish to use this interactive entry method, and you filed the previous period with us, we can create an initial file for you that will include all of the employees for whom you reported withholdings on your previous filing. Please let us know if you would like us to set up an initial file for you.

Option 2 – *For employers with a large number of employees.*

The system will allow you to upload a file of your employees and their withholdings for each tax period. The file must be in one of two specific formats.

Format 1 (preferred) – The easiest format is a CSV (comma-separated value) file. Please see the *CSV File Specifications* document. This can be created by using a spreadsheet program and saving the completed spreadsheet as a CSV file. If you prefer, a CSV file template can be downloaded from our website once you are registered. Many payroll software packages provide for extraction of data to a spreadsheet program which may make this method of reporting desirable to you.

Format 2 – Another file option is an extended EFW2 file. This is a version of the file submitted to the IRS with year-end W-2 information. There are several different versions of this file type currently being utilized by tax bureaus in Pennsylvania. There is an effort being made to develop a single version acceptable to every tax bureau, but, until a single version that is acceptable to every tax bureau is developed, we discourage using this format. If an EFW2 format remains your preference, please contact us so that we can provide you with the specifications for the single EFW2 format we currently accept.

Next Steps

Please complete the *Employer Electronic Filing Registration*. The completed form may be submitted to us via mail, fax, or email; please call (717) 263-5141 extension 25 for the email address. If you only want your accountant/tax preparer to have access to the system, simply indicate "Accountant/Tax Preparer – See Below" at the *Authorized User(s)* section. Once we receive your registration, we will set up your account for electronic filing and provide each user with a temporary password to access the system. The first time you access the system, you will be forced to change the temporary password.

We hope you will consider utilizing this new and simple method of reporting your local tax withholdings. If you do, please notify us of any problems you encounter or of any enhancements you believe would improve the system.

Sincerely,

The Franklin County Area Tax Bureau
Employer Team
(717) 263-5141, extension 25

Franklin County Area Tax Bureau
 443 Stanley Ave • Chambersburg PA 17201-3600 • 717-263-5141 ext. 25
 Employer Electronic Filing Registration

Our employer electronic filing system will allow you to submit your employee withholding detail electronically. You will also be able to remit payment for the withholdings electronically via an ACH Debit, or you will be able to print a “voucher” and remit payment by check for the electronically submitted detail.

Company Name:		EIN:	
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Authorized User(s): **(Type or Print Clearly – Don’t Forget To Include Access User ID!)**

Name:		Title:	
Phone:		Ext:	
Email:			
*Access User ID (Type or Print Clearly):			

Name:		Title:	
Phone:		Ext:	
Email:			
*Access User ID (Type or Print Clearly):			

Name:		Title:	
Phone:		Ext:	
Email:			
*Access User ID (Type or Print Clearly):			

***Access User ID is unique to each user. It can be your email address, a nickname, or some other unique name. It cannot be longer than 30 characters and it cannot include any spaces.**

We recommend that you limit the number of users having access to your account. If you feel it is necessary to allow more than three users, attach a list containing the above information for each additional user.

Do you wish to allow your Accountant/Tax Preparer to access your account to complete filings on your behalf?

Yes: No: If you checked Yes, provide the following information:

Accountant/Tax Preparer Firm Name:		EIN:	
Name:		Title:	
Phone:		Ext:	
Email:			

We encourage you to remit payment for electronic filings by ACH debit. If that is your intention, please attach a voided check for the account you wish to have the funds drafted. If you wish to have the funds drafted from a savings account, provide something from your bank showing the routing number and account number of the savings account.

Authorization:

I authorize the Franklin County Area Tax Bureau to provide the above indicated individuals access to our electronic filing account for purposes of reporting local tax withholdings. I hereby agree to immediately notify the Tax Bureau of any changes to the above information:

Signature of Authorized Company Official:	Print Title:	Date:

Print Name:	Email:	Phone No:

You will be notified by email with instructions once your access is set up.

(revised 7-16-13)

Franklin County Area Tax Bureau
Employer Electronic Filing
CSV File Specifications

If you choose to upload a spreadsheet file (Saved as a CSV file), below are the columns that must be in the file. Use as many rows as necessary to enter all of your employees. You can download a template for this file from the Employer Electronic Filing Link accessible through our website.

Row 1 below (column headings) is optional and need not be in the file you upload. Row 2 below gives you an example of the data we are expecting to see in the file and the data format we are expecting.

If you are generating this file from a payroll software package, and your software does not break out employees' names as indicated in columns B through E below, you can enter employees' full names under "Last Name" (Column D) and leave columns B, C, and E blank. Our system will detect this and process it accordingly.

If you only have a PO Box address for an employee and do not currently have their Physical address, have the employee complete a Certificate of residence to get their physical address. In the meantime, if you only have one address, enter it in the cells for the physical address (columns F to I).

The Tax Year and Tax Quarter (Columns N and O) must be correct and must be the same for all employees in the file you are uploading.

The Tax Month (Column P) should be left blank unless you are set up with our office to report tax withholdings on a monthly basis. Then you would enter a number from 1 to 12 to indicate the tax month you are reporting.

The Live PSD (Column T) is the required 6 digit PSD (Political Subdivision) code where the employee resides.

The Work PSD (Column U) is the required 6 digit PSD (Political Subdivision) where the employee works. If you have multiple work locations, enter the work location for each employee and when you upload the file, you will be able to summarize withholding information by work location.

	A	B	C	D	E	F	G	H	I
1	Soc Sec No	First Name	Middle Name	Last Name	Suffix (Jr Sr, etc)	Physical Street Address	City	State	Zip
2	333333333	John	Q	Public	Jr	12345 Any Street	Mercersburg	PA	17236

	J	K	L	M	N	O	P
1	Mailing Address (PO Box or different than physical address)	Mailing City	Mailing State	Mailing Zip	Tax Year	Tax Qtr	Tax Month
2	PO Box 50	Chambersburg	PA	17201	2013	1	

	Q	R	S	T	U
1	Local Wages	EIT Withheld	LST Withheld	Live PSD	Work PSD
2	10125.25	101.25	12.96	280402	280101