

W2-R Annual Reconciliation of Earned Income Tax Withheld From Wages

As reported on Employer's Quarterly Return (Form E-1);
with income tax withheld as shown on
Withholding Statements (W-2)



W2R

W2

Year:
Due by
Last Day of February

Filed Online
**see instructions*

Please complete information requested and remit to:

HAB - EMP REC
PO Box 25113
Lehigh Valley, PA 18002-5113

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3139, during the hours of 8:00 a.m. through 4:00 p.m., Monday through Friday. Or, you can visit our website at www.hab-inc.com.

Berkheimer is not the appointed tax hearing officer for your taxing district and will not accept any petitions for appeal. Petitions for appeal must be filed with the appropriate appeals board for your County. Berkheimer can provide you with the proper procedures and forms necessary to file an appeal with the appeals board for your Tax Collection District.

Please see reverse for instructions

Employer Name

[Grid for Employer Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

Municipal Location of Business

[Grid for Municipal Location of Business]

PSD Number

[Grid for PSD Number]

Employer Acct No.

[Grid for Employer Acct No.]

Federal ID No.

[Grid for Federal ID No.]

TCD Filed With

[Grid for TCD Filed With]

1. Total number of withholding statements (W-2s) accompanying this report

[Grid for Total number of withholding statements]

2. Total income tax withheld from all wages during the year as shown on (W-2s)

(A) \$ [Grid for Total income tax withheld]

EARNED INCOME TAX

Tax Paid

Quarter ended March 31 \$ [Grid for Q1 Tax Paid]

Quarter ended June 30 \$ [Grid for Q2 Tax Paid]

Quarter ended September 30 \$ [Grid for Q3 Tax Paid]

Quarter ended December 31 \$ [Grid for Q4 Tax Paid]

3. Total quarterly income tax from wages during the year as reported on Quarterly E-1 Reports

(B) \$ [Grid for Total quarterly income tax]

TOTAL \$ [Grid for Total Tax Paid]

**TOTAL AMOUNT OF
ENCLOSED CHECK**

[Grid for Total Amount of Enclosed Check]

4. Any difference between A and B must be explained in attached statement. Where A and B do not agree, please remit or request refund.

I DECLARE UNDER PENALTIES PROVIDED BY THE LAW THAT THIS RETURN HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE IS A TRUE, CORRECT AND COMPLETE RETURN.

Signature _____ Phone _____ Date _____

INSTRUCTIONS FOR FORM W-2R

1. Include municipal location of business in PA, assigned account number and Federal ID number. Include employer's full name and address.
2. If no balance is due, the W2 Reconciliation can be filed online on or before the last day of February following the close of the calendar year at: www.berk-e.com, or return the reconciliation form. If a balance is due, online filing is still available, but payment must be submitted to the address below, along with this completed form with the "Filed Online" box checked. This form must be accompanied by CITY INCOME TAX copy or facsimile of the Form W-2 if a file has not been submitted electronically for each employee from whom income tax has been withheld during said year.
3. The total of all income tax withheld as reflected on W-2s should be entered on line 2. Total Earned Income Tax as reported on a quarterly basis should be entered on line 3.
4. Payment is due, if applicable, when filing the reconciliation. Complete the reverse side of this form and mail to the address below. Include the employee name, SSN, address, municipality and amount being paid with the reconciliation.
5. If an employer's total payroll consists of a number of separate units or establishments, the Form W-2 should be assembled accordingly and a separate reconciliation Form W-2 should be submitted.

Remit to:
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PO Box 25113
Lehigh Valley, PA 18002-5113