



YEAR

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EMPLOYER ACCOUNT ID

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ENTITY ID (EIN)

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**Part I W-2 RECONCILIATION**

1a	Number of W-2 forms attached		
1b	Number of W-2(s) reported on magnetic tape(s)		
1c	Number of 1099 forms with PA withholding tax		
1d	Add 1a, 1b, & 1c. Enter total here.		
2	Total compensation subject to PA withholding tax	\$	
3	PA INCOME TAX WITHHELD	\$	

**Part II ANNUAL RECONCILIATION**

	Wages paid subject to PA withholding tax	PA tax withheld
1st Quarter		
2nd Quarter		
3rd Quarter		
4th Quarter		
<b>TOTAL</b>		

**W-2 TRANSMITTAL**

DUE DATE  
JANUARY 31

**Part III FOR TAPE REPORTING**

NUMBER OF TAPES		DENSITY	
TRACKS		PARITY	

**BUSINESS NAME AND ADDRESS**

LEGAL NAME

TRADE NAME

ADDRESS

CITY STATE ZIP

**DO NOT SEND PAYMENT WITH THIS FORM.**

Attach adding machine tape(s) or some acceptable listing of tax withheld as reported on accompanying paper W-2 form(s) to substantiate reported PA withholding tax. This tape or listing applies only to paper W-2(s), **not** magnetic media reporting.

00022

DATE

DAYTIME TELEPHONE #

EXT.

TITLE

SIGNATURE

# INSTRUCTIONS FOR THE W-2 TRANSMITTAL (REV-1667R)

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A Wage and Tax Statement (W-2) for each employee must be submitted annually on or before January 31 following the year in which wages were paid. All W-2(s) must be accompanied by the **W-2 Transmittal (REV-1667)** and adding machine tape(s) or other acceptable listing(s) of tax withheld as reported on accompanying W-2 form(s) to substantiate reported PA withholding tax.

**ELECTRONIC REPORTING.** Employers can now file their year-end employee W-2 Wage and Tax Statements and **W-2 Transmittals (REV-1667)** online through the e-TIDES business tax filing Web site. Employers can also upload computer files containing W-2 data to e-TIDES, eliminating the need to enter the data. Visit e-TIDES at [www.etides.state.pa.us](http://www.etides.state.pa.us) for more information.

## To Complete the W-2 Transmittal:

- Enter the following **required** fields: calendar year, Employer Account ID, and Entity ID (Federal EIN) in the blocked areas at the top of the W-2 Transmittal. Enter the business name and address in the area provided.
- Sign, date, and include a daytime telephone number and title on the W-2 Transmittal which must accompany the magnetic tape.

## PART I. W-2 RECONCILIATION

Line 1 a. Enter the number of W-2 forms attached.

Line 1 b. Enter the number of W-2(s) reported on magnetic tape(s), if this method is used to report W-2 information.

Line 1 c. Enter the number of 1099 forms with PA withholding tax.

Line 1 d. Add Lines 1a, 1b, and 1c and enter the total.

Line 2. Enter the total compensation subject to PA withholding tax.

Line 3. Enter the total amount of PA Personal Income Tax withheld.

## PART II. ANNUAL RECONCILIATION

Enter the amount of wages subject to PA withholding tax and the amount of PA tax withheld for each quarter. Add the amounts for the four quarters and enter the total.

## PART III. TAPE REPORTING

When an employer submits the W-2 information on magnetic tape or cartridge, the number of tapes submitted, tracks, density, parity, and business name and address must be provided.

Mail the **W-2 Transmittal** with the accompaniments to: **PA Department of Revenue, Dept. 280412, Harrisburg, PA 17128-0412.**