

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

Regardless of media format, a W-2 Transmittal (REV-1667) along with an individual 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. Each employer submitting W2 Wage and Tax Statements in paper form must attach adding machine tapes, or some acceptable listing, so as to substantiate the total amount of income tax withheld in the calendar year.

ELECTRONIC REPORTING. Employers can file year-end employee W-2 Wage and Tax Statements and W-2 Transmittals (REV-1667) online through the e-TIDES business tax filing website. 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 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 blocks 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 materials submitted.

PART I. W-2 RECONCILIATION

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

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

Line 1c. Enter the number of W-2s reported on magnetic tapes.

Line 1d. Enter the number of W-2s reported on CD's.

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

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 and the amount of PA tax withheld for each quarter. Add the amounts for the four quarters and enter the total.

PART III. MEDIA REPORTING

Each employer submitting W-2 information must provide their business name, address and the number of each type of medium.

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

Additional information on employer withholding requirements can be found on our website at www.revenue.state.pa.us.