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

A W-2 Transmittal (REV-1667) along with an individual Wage and Tax Statement (W-2/1099-R) for each employee, must be submitted annually on or before Jan. 31 following the year in which wages were paid. Each employer submitting W-2 Wage and Tax Statements in paper form must attach adding machine tapes, or some acceptable listing, to substantiate the 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:

- Complete 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.

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 CD's submitted.

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.

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS COUPON.

DETACH HERE BEFORE MAILING

pennsylvania
DEPARTMENT OF REVENUE

REV-1667 R AS (01-14)

YEAR | EMPLOYER ACCOUNT ID | ENTITY ID (EIN)

Part I W-2 RECONCILIATION

1a	Number of W-2 forms attached	
1b	Number of 1099 forms with PA withholding	
2	Total compensation subject to PA withholding	$.
3	PA INCOME TAX WITHHELD	$.

Part II ANNUAL RECONCILIATION

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

RESET FORM PRINT PAGE

W-2 TRANSMITTAL

DUE DATE JANUARY 31

Part III FOR MEDIA REPORTING

NUMBER OF CDs

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 W-2 form(s) to substantiate reported PA withholding.This tape or listing applies only to paper W-2s, not media reporting.

DATE	DAYTIME TELEPHONE #	EXT.	TITLE	SIGNATURE
				Please sign after printing.