

2011 ANNUAL RECONCILIATION OF EMPLOYER WAGE TAX

Who Must File: All employers who paid taxable compensation to residents of Philadelphia, even if earned outside of Philadelphia, and to non-residents for services performed within Philadelphia.

When To File: The Annual Reconciliation of Employer Wage Tax for the calendar year 2011 is due on or before February 29, 2012. **Failure to file and pay by this date will result in the imposition of interest, penalty, fines and legal costs.**

Where To File: Sign the Annual Reconciliation return and mail to: Philadelphia Department of Revenue, P.O. Box 1670, Philadelphia, PA 19105-1670.

Print your numbers legibly to ensure efficient processing. Photocopies of this return are not acceptable. Regulations, returns and instructions are available at www.phila.gov/revenue. Contact the Department by calling 215-686-6600 or send e-mail to revenue@phila.gov.

To file this return online, go to www.phila.gov/revenue and select "Online Services". **After submitting the return you must print the resulting confirmation page for your records.** W-2 data must be submitted to the above "Where To File" address even if you file the tax return online.

If the entity no longer has wage tax withholding responsibilities, use the **Change Form** to indicate the termination of wage tax liability and enter the termination date on the return in the space provided. The Change Form can be downloaded from our web site in the "Tax Form" section. If the wage tax withholding responsibilities terminated prior to 2011, mail in the Change Form but do not complete and file a 2011 Wage Tax Reconciliation return.

Line 14: Tax Due - If the tax due on Line 14 of the Annual Reconciliation of Wage Tax return is \$1 or more, make a check payable to "City of Philadelphia". Do not remit tax due if less than \$1. Internet filers can pay the tax due via credit card. A user fee is added to the tax due when paying by credit card.

ACH Debits and Credits are accepted for payment of tax. For more information or to enroll in this program go to phila.gov/revenue in the "Electronic Filing" section under "Electronic Payments", or contact the Electronic Government Unit at 215-686-6582, 6628 or 6459 or e-mail to egovservices@phila.gov.

Line 15: Tax Overpaid - A refund petition must be filed by the employer for any employer refunds. To download the refund petition, go to www.phila.gov/revenue and select "Tax Forms". Remember to complete the "Reason for Refund" section of the petition. **Additional information is required before a decision can be made on your refund request. Provide a letter on company letterhead (signed by an officer of the company) stating that the additional tax withheld has been returned to the employees. If your refund request is resulting from a duplicate payment, provide supporting documentation. If you have questions about your filing requirements, application of payments or tax balances, call Taxpayer Services at 215-686-6600.**

Computation of Interest and Penalty

Month after Due Date	Returns Filed after Due Date	Interest	Penalty	Combined Interest & Penalty	Cumulative Interest & Penalty
1st	03/01/12 thru 03/31/12	1%	1%	2%	2%
2nd	04/01/12 thru 04/30/12	1%	1%	2%	4%
3rd	05/01/12 thru 05/31/12	1%	1%	2%	6%
4th	06/01/12 thru 06/30/12	1%	2%	3%	9%
5th	07/01/12 thru 07/31/12	1%	2%	3%	12%
6th	08/01/12 thru 08/31/12	1%	2%	3%	15%
7th	09/01/12 thru 09/30/12	1%	3%	4%	19%
8th	10/01/12 thru 10/31/12	1%	3%	4%	23%
9th	11/01/12 thru 11/30/12	1%	3%	4%	27%
10th	12/01/12 thru 12/31/12	1%	4%	5%	32%
11th	01/01/13 thru 01/31/13	1%	4%	5%	37%
12th	02/01/13 thru 02/28/13	1%	4%	5%	42%

For each additional month or fraction thereof, after the 12th month, add 1% for interest and 1¼% for penalty.