

PALMER TOWNSHIP EIT OFFICE

3 Weller Place, P.O. Box 3039, PALMER PA 18043-3039

PHONE: 610-253-7191

FAX: 610-253-9957

www.palmertwp.com

IMPORTANT NOTICE

EMPLOYERS--PLEASE FORWARD TO PAYROLL DEPT

In order to insure proper coding and to efficiently and accurately disburse all monies, we need your cooperation on the following regarding your EMPLOYER'S QUARTERLY REPORTS.

1. **First-time employees must have a social security number and a FULL ADDRESS to insure proper coding.** You may list a PO Box number providing it is accompanied by a full address. Please keep us advised of any address changes and moving dates of your employees to enable us to continue correct coding.
2. Please provide us with your phone number, an 800 number if available, and a local address and phone number of the business.
3. **All monies that are owed for the quarter are due along with the filing of the report, (the tax is 1% of the gross earnings, rounding of figures is not allowed).**
Failure to do so could result in late fees plus interest and penalties of up to \$500. Please be advised that should a due date fall on either a Sunday or a legal holiday, the reports are then due on the following business day.
4. All quarterly reports are due on or before the following dates:

1st Quarter Due ----- April 30th

2nd Quarter Due ---- July 31st

3rd Quarter Due ----- October 31st

4th Quarter Due ----- January 31st

Be advised, if you are using a payroll service, they are to deduct 1% Wage Tax for all employees. If these monies are not sent in on time, interest, penalties and late fees will be charged to you. Should you have any questions, or if we can be of further assistance, please phone or Fax us at the numbers listed above.

Thank you for your cooperation.