



York Office
1405 N. Duke St.
PO Box 15627
York, PA 17405-0156
Phone (717) 845-1584
Fax (717) 854-6376
<http://www.yatb.com>

Gettysburg Office
240 West Street
Gettysburg, PA 17325
Phone (717) 334-4000
Fax (717) 337-2565
email: info@yatb.com

INSTRUCTIONS

Individual Taxpayer **Quarterly** Estimated Earned Income Tax Return

FILING: Please consider filing online at the PALite Tax Portal - <https://individual.palite.org/individualv2/>. When filing online, no paper filing is required.

Who must make estimated tax payments? Any individual who expects to receive \$12,000 or more in net profits or taxable compensation not subject to withholding by an employer must file and pay earned income tax (EIT) quarterly.

When are estimated payments due? Filing due dates are April 15, July 15, Oct. 15 and Jan. 15 or the first business day following any due date that falls on a weekend or a holiday.

How do I estimate what I owe? If you know the actual amount of net profit/gross compensation you earned in the 90 days prior to the quarterly due date, multiply that total by your resident EIT rate (see chart). If you don't know the actual amount, you can estimate your annual total earned income or net profit you expect to receive and divide that amount by four, then multiply the result by your tax rate. **Round figures to the nearest whole dollar.**

How do I file? You may file estimated payments by mail, using the Quarterly Estimated Payment Coupons to ensure your payments are properly credited to your account. (A fillable version is available at www.yatb.com.) Or you may file and pay online using the Bureau's online filing system at the link above.

My income consists of Social Security, a pension and some interest income. Must I file and pay estimated tax? NO – Social Security and interest income are not taxable for local income tax purposes.

I only had earned income/net profits for part of the year. Am I still required to make four estimated payments? No. If you determine you must make estimated payments after a quarterly due date, calculate your tax and divide by the remaining due dates.

I usually receive a large, lump-sum check at the end of the year. May I make only one estimated payment for the last quarter without having to pay a penalty? Yes, you may do so if that is the only net profits or taxable compensation over \$12,000 not subject to withholding that you reasonably expect to receive. Quarterly Estimated Payment Coupons are available on our website at: www.yatb.com.

Do I have to make estimated payments on compensation I earn in another state? You may have to make estimated payments, depending upon whether you earn taxable compensation or net profits greater than \$12,000 not subject to withholding in the state where you are employed, which is not subject to local income tax withholding. If you are working in another state that levies a local income tax, you may be able to apply some or all of the local income tax paid in that other state against your local income tax liability for your PA resident municipality or school district. When filing your individual annual tax return, you must be able to show proof of payment of a local income tax in the other state by attaching a copy of that state or locality's annual tax return.

Will YATB send a record of my estimated payments at the end of the year? No, you should use the worksheet at the end of these instructions to keep a record of your payments. You will need to report your total estimated income tax payments on your Annual Local Income Tax Return.

What if I overpay the estimated local income tax? Overpayments of the estimated local income tax may be credited to your next year's estimated tax liability or credited to your spouse's current year local income tax liability or refunded to you.

Can my spouse and I estimate our local income tax together on one form (file jointly)? No, you and your spouse must use separate Quarterly Estimated Payment Coupons to ensure the payments are credited properly. You and your spouse may pay the estimated local income tax with one check, as long as separate Quarterly Estimated Payment Coupons are filed adding up to the amount of your payment.

Quarterly Estimated Payment Calculator and Record --

Please use the worksheet below to calculate your estimated

payments and to keep a record of them.

Tax Year _____

(Round figures to nearest whole dollar.)	1 st Quarter (Jan-Mar)	2 nd Quarter (Apr-Jun)	3 rd Quarter (Jul-Sep)	4 th Quarter (Oct-Dec)
Quarterly Gross Compensation/Net Profits (from last paystub of the quarter or self-employment)				
Local Earned Income Tax Due (Quarterly Income x Tax Rate from PSD code chart)				
Subtract local EIT withheld by employer				
Subtract unused tax credit from prior year's overpayment				
Total Earned Income Tax Due to be remitted to YATB				
QUARTERLY PAYMENT DUE DATE:	April 15	July 15	October 15	January 15
DATE PAID				
CHECK NUMBER				

Resident PSD Codes

PSD CODE	TAXING AUTHORITY	EIT RATE	PSD CODE	TAXING AUTHORITY	EIT RATE
0101	BERMUDIAN SPRINGS SCHOOL DISTRICT - ADAMS CO.		6705	HANOVER PUBLIC SCHOOL DISTRICT - YORK CO.	
010101	EAST BERLIN BOROUGH - ADAMS CO.	1.7%	670501	HANOVER BOROUGH - YORK CO.	1.0%
010102	HAMILTON TOWNSHIP (BERMUDIAN SD) - ADAMS CO.	1.7%			
010103	HUNTINGTON TOWNSHIP - ADAMS CO.	1.7%	6707	NORTHERN YORK SCHOOL DISTRICT - YORK CO.	
010104	LATIMORE TOWNSHIP - ADAMS CO.	1.7%	670701	CARROLL TOWNSHIP - YORK CO.	1.25%
010105	READING TOWNSHIP - ADAMS CO.	1.7%	670702	DILLSBURG BOROUGH - YORK CO.	1.25%
010106	YORK SPRINGS BOROUGH - ADAMS CO.	1.7%	670703	FRANKLIN TOWNSHIP - YORK CO.	1.25%
			670704	FRANKLINTOWN BOROUGH - YORK CO.	1.25%
0102	CONEWAGO VALLEY SCHOOL DISTRICT - ADAMS CO.		670705	MONAGHAN TOWNSHIP - YORK CO.	1.25%
010201	ABBOTTSTOWN BOROUGH - ADAMS CO.	1.5%	670706	WARRINGTON TOWNSHIP - YORK CO.	1.25%
010202	BERWICK TOWNSHIP - ADAMS CO.	1.5%	670707	WELLSVILLE BOROUGH - YORK CO.	1.25%
010203	BONNEAUVILLE BOROUGH (CONEWAGO SD) - ADAMS CO.	1.5%	670708	WASHINGTON TOWNSHIP - YORK CO.	1.25%
010204	CONEWAGO TOWNSHIP - ADAMS CO.	1.5%			
010205	HAMILTON TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	6706	NORTHEASTERN SCHOOL DISTRICT - YORK CO.	
010206	MCSHERRYSTOWN BOROUGH - ADAMS CO.	1.5%	670601	CONEWAGO TOWNSHIP - YORK CO.	1.0%
010207	MT PLEASANT TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	670602	EAST MANCHESTER TOWNSHIP - YORK CO.	1.0%
010208	NEW OXFORD BOROUGH - ADAMS CO.	1.5%	670603	MANCHESTER BOROUGH - YORK CO.	1.0%
010209	OXFORD TOWNSHIP - ADAMS CO.	1.5%	670604	MT WOLF BOROUGH - YORK CO.	1.0%
010210	STRABAN TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	670605	NEWBERRY TOWNSHIP	1.0%
010211	TYRONE TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	670606	YORK HAVEN BOROUGH - YORK CO.	1.0%
0103	FAIRFIELD AREA SCHOOL DISTRICT - ADAMS CO.		6708	RED LION AREA SCHOOL DISTRICT - YORK CO.	
010301	CARROLL VALLEY BOROUGH - ADAMS CO.	1.5%	670801	CHANCEFORD TOWNSHIP - YORK CO.	1.0%
010302	FAIRFIELD BOROUGH - ADAMS CO.	1.5%	670802	FELTON BOROUGH - YORK CO.	1.0%
010303	HAMILTONBAN TOWNSHIP - ADAMS CO.	1.5%	670803	LOWER CHANCEFORD TOWNSHIP - YORK CO.	1.0%
010304	LIBERTY TOWNSHIP - ADAMS CO.	1.5%	670804	NORTH HOPEWELL TOWNSHIP - YORK CO.	1.0%
			670805	RED LION BOROUGH - YORK CO.	1.0%
0104	GETTYSBURG AREA SCHOOL DISTRICT - ADAMS CO.		670806	WINDSOR BOROUGH - YORK CO.	1.0%
010401	CUMBERLAND TOWNSHIP - ADAMS CO.	1.7%	670807	WINDSOR TOWNSHIP - YORK CO.	1.0%
010402	FRANKLIN TOWNSHIP - ADAMS CO.	1.7%	670808	WINTERSTOWN BOROUGH - YORK CO.	1.0%
010403	FREEDOM TOWNSHIP - ADAMS CO.	1.7%			
010404	GETTYSBURG BOROUGH - ADAMS CO.	1.7%	6709	SOUTH EASTERN SCHOOL DISTRICT - YORK CO.	
010405	HIGHLAND TOWNSHIP - ADAMS CO.	1.7%	670901	CROSS ROADS BOROUGH - YORK CO.	1.0%
010406	MT JOY TOWNSHIP (GETTYSBURG SD) - ADAMS CO.	1.7%	670902	DELTA BOROUGH - YORK CO.	1.0%
010407	STRABAN TOWNSHIP (GETTYSBURG SD) - ADAMS CO.	1.7%	670903	EAST HOPEWELL TOWNSHIP - YORK CO.	1.0%
			670904	FAWN GROVE BOROUGH - YORK CO.	1.0%
0105	LITTLESTOWN AREA SCHOOL DISTRICT - ADAMS CO.		670905	FAWN TOWNSHIP - YORK CO.	1.0%
010501	BONNEAUVILLE BOROUGH (LITTLESTOWN SD) - ADAMS CO.	1.6%	670906	HOPEWELL TOWNSHIP - YORK CO.	1.0%
010502	GERMANY TOWNSHIP - ADAMS CO.	1.6%	670907	PEACH BOTTOM TOWNSHIP - YORK CO.	1.0%
010503	LITTLESTOWN BOROUGH - ADAMS CO.	1.6%	670908	STEWARTSTOWN BOROUGH - YORK CO.	1.0%
010504	MT JOY TOWNSHIP (LITTLESTOWN SD) - ADAMS CO.	1.6%			
010505	MT PLEASANT TOWNSHIP (LITTLESTOWN SD) - ADAMS CO.	1.6%	6710	SOUTH WESTERN SCHOOL DISTRICT - YORK CO.	
010506	UNION TOWNSHIP - ADAMS CO.	1.6%	671001	MANHEIM TOWNSHIP - YORK CO.	1.0%
			671002	PENN TOWNSHIP - YORK CO.	1.0%
0106	UPPER ADAMS SCHOOL DISTRICT - ADAMS CO.		671003	WEST MANHEIM TOWNSHIP - YORK CO.	1.0%
010601	ARENDTSVILLE BOROUGH - ADAMS CO.	1.6%			
010602	BENDERSVILLE BOROUGH - ADAMS CO.	1.6%	6711	SOUTHERN YORK CO. SCHOOL DISTRICT - YORK CO.	
010603	BIGLERVILLE BOROUGH - ADAMS CO.	1.6%	671101	CODORUS TOWNSHIP - YORK CO.	1.3%
010604	BUTLER TOWNSHIP - ADAMS CO.	1.6%	671102	GLEN ROCK BOROUGH - YORK CO.	1.3%
010605	MENALLEN TOWNSHIP - ADAMS CO.	1.6%	671103	NEW FREEDOM BOROUGH - YORK CO.	1.3%
010606	TYRONE TOWNSHIP (UPPER ADAMS SD) - ADAMS CO.	1.6%	671104	RAILROAD BOROUGH - YORK CO.	1.3%
			671105	SHREWSBURY BOROUGH - YORK CO.	1.3%
6701	CENTRAL YORK SCHOOL DISTRICT - YORK CO.		671106	SHREWSBURY TOWNSHIP - YORK CO.	1.3%
670101	MANCHESTER TOWNSHIP - YORK CO.	1.0%			
670102	NORTH YORK BOROUGH - YORK CO.	1.0%	6712	SPRING GROVE AREA SCHOOL DISTRICT - YORK CO.	
670103	SPRINGETTSBURY TOWNSHIP (CENTRAL SD) - YORK CO.	1.0%	671201	HEIDELBERG TOWNSHIP - YORK CO.	1.0%
			671202	JACKSON TOWNSHIP - YORK CO.	1.0%
6702	DALLASTOWN AREA SCHOOL DISTRICT - YORK CO.		671203	JEFFERSON BOROUGH - YORK CO.	1.0%
670201	DALLASTOWN BOROUGH - YORK CO.	1.0%	671204	NEW SALEM BOROUGH - YORK CO.	1.0%
670202	JACOBUS BOROUGH - YORK CO.	1.0%	671205	NORTH CODORUS TOWNSHIP - YORK CO.	1.0%
670203	LOGANVILLE BOROUGH - YORK CO.	1.0%	671206	PARADISE TOWNSHIP - YORK CO.	1.0%
670204	SPRINGFIELD TOWNSHIP - YORK CO.	1.0%	671207	SEVEN VALLEYS BOROUGH - YORK CO.	1.0%
670205	YOE BOROUGH - YORK CO.	1.0%	671208	SPRING GROVE BOROUGH - YORK CO.	1.0%
670206	YORK TOWNSHIP - YORK CO.	1.0%			
			6713	WEST YORK AREA SCHOOL DISTRICT - YORK CO.	
6703	DOVER AREA SCHOOL DISTRICT - YORK CO.		671301	WEST MANCHESTER TOWNSHIP - YORK CO.	1.0%
670301	DOVER BOROUGH - YORK CO.	1.4%	671302	WEST YORK BOROUGH - YORK CO.	1.0%
670302	DOVER TOWNSHIP - YORK CO.	1.4%			
			6714	SCHOOL DISTRICT OF THE CITY OF YORK - YORK CO.	
6704	EASTERN YORK SCHOOL DISTRICT - YORK CO.		671401	YORK CITY - YORK CO.	1.25%
670401	EAST PROSPECT BOROUGH - YORK CO.	1.0%			
670402	HALLAM BOROUGH - YORK CO.	1.0%	6715	YORK SUBURBAN SCHOOL DISTRICT - YORK CO.	
670403	HELLAM TOWNSHIP - YORK CO.	1.0%	671501	SPRING GARDEN TOWNSHIP - YORK CO.	1.0%
670404	LOWER WINDSOR TOWNSHIP - YORK CO.	1.0%	671502	SPRINGETTSBURY TOWNSHIP (YORK SUBURBAN SD) - YORK CO.	1.0%
670405	WRIGHTSVILLE BOROUGH - YORK CO.	1.0%			
670406	YORKANA BOROUGH - YORK CO.	1.0%			