



## INSTRUCTIONS FOR FORM W-2R

1. Include municipal location of business in PA, assigned account number and Federal ID number. Include employer's full name and address.
2. If no balance is due, the W2 Reconciliation can be filed online on or before the last day of February following the close of the calendar year at: [www.berk-e.com](http://www.berk-e.com), or return the reconciliation form. If a balance is due, online filing is still available, but payment must be submitted to the address below, along with this completed form with the "Filed Online" box checked. This form must be accompanied by CITY INCOME TAX copy or facsimile of the Form W-2 if a file has not been submitted electronically for each employee from whom income tax has been withheld during said year.
3. The total of all income tax withheld as reflected on W-2s should be entered on line 2. Total Earned Income Tax as reported on a quarterly basis should be entered on line 3.
4. Payment is due, if applicable, when filing the reconciliation. Complete the reverse side of this form and mail to the address below. Include the employee name, SSN, address, municipality and amount being paid with the reconciliation.
5. If an employer's total payroll consists of a number of separate units or establishments, the Form W-2 should be assembled accordingly and a separate reconciliation Form W-2 should be submitted.

**Remit to:**  
**HAB - EMP REC**  
**PO Box 25113**  
**Lehigh Valley, PA 18002-5113**