



CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Application: Payroll

EIT Set Up Samples for Act 32 Reporting

Step-by-step Instructions

Table of Contents

Local Tax parameter Samples	1
Berkheimer Tax Administration	1
Keystone Collections Group	3
Jordan Tax Service, Inc	5
Column Heading Labels	7
Lancaster County Tax Collection Bureau	7
Work Location Samples	10
Municipality Sample	11



LOCAL TAX PARAMETER SAMPLES

Provided in this document are several samples for how to set up the EIT file layout information based on specifications provided by the identified collector.

Berkheimer Tax Administration

Employer Parameters

Employer | Rates | Fed Tax | State Tax | Local Tax | Deduction | EJC | Retirement | DD/MICR | GTL | ePayStub | Time Clock

Employer Info | Employee Info | EIT | LST | File Info

Field Parameters

Field Label	EIT HD	EIT Location	LST HD	LST Location	Specify
Combined Filing	<input type="checkbox"/>	H 0			
EIT Constant	H	1			E
LST Constant			H	1	L
Year	B	H 2 D 7	B	H 2 D 7	<input checked="" type="radio"/> 2 digits, i.e. 11 <input type="radio"/> 4 digits, i.e. 2011
Reporting Period	B	H 3 D 8	B	H 3 D 8	<input type="radio"/> 1-4,5 <input checked="" type="radio"/> 03,06,09,12,13
Federal ID	H	4	H	4	<input checked="" type="checkbox"/> Exclude dashes
Emplr ID	H	10	H	10	99887766
Emplr Name	H	5	H	5	
Emplr Addr	H	6	H	6	<input type="checkbox"/> Address 2 as separate field
Emplr City	H	7	H	7	
Emplr State	H	8	H	8	
Emplr Zip	H	9	H	9	<input type="checkbox"/> Include Zip + 4
Emplr PSD	H	11	H	11	350101
Contact Name		0		0	
Phone		0		0	
Email		0		0	

Find Add Save Cancel Delete Exit

Employer Parameters

Employer | Rates | Fed Tax | State Tax | Local Tax | Deduction | EJC | Retirement | DD/MICR | GTL | ePayStub | Time Clock

Employer Info | Employee Info | EIT | LST | File Info

Field Parameters

Field Label	EIT Location	LST Location	Specify
Constant 2	0	0	
SSN	1	1	<input type="checkbox"/> Include dashes <input type="checkbox"/> Prefix leading zero
Emp. Name	2	2	Last Name, First Name, Middle Init, and Suffix in one field
Emp. Last Name	0	0	OR Each part of the name as its own individual field
Emp. First Name	0	0	
Emp. Middle Init.	0	0	
Emp. Suffix	0	0	
Emp. Address	3	3	<input type="checkbox"/> Address 2 as separate field
Emp. City	4	4	
Emp. State	5	5	
Emp. Zip	6	6	<input type="checkbox"/> Include Zip + 4

Find Add Save Cancel Delete Exit

Employer Parameters

Employer Rates Fed Tax State Tax Local Tax Deduction EIC Retirement DD/MICR GTL ePayStub Time Clock

Employer Info Employee Info **EIT** LST File Info

Field Parameters

Field Label	Location	Size	Specify
Local Gross	9	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros <input type="checkbox"/> Exclude negative <input type="checkbox"/> Exclude Commuter Tax Withheld Negative Symbol: <input checked="" type="radio"/> Front <input type="radio"/> Back
Local Tax	10	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros <input type="checkbox"/> Exclude negative <input type="checkbox"/> Exclude Commuter Tax Withheld Negative Symbol: <input checked="" type="radio"/> Front <input type="radio"/> Back
Munic Name	0		
PSD Twp Live	11		<input checked="" type="checkbox"/> Prefix leading zero
Commuter NonRes	0	8	<input checked="" type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Munic Name for Commuter	0		
PSD Work	0		<input checked="" type="checkbox"/> Prefix leading zero
Local Tax Rate	0	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Filler 1	0	0	<input checked="" type="radio"/> Spaces <input type="radio"/> Zeros
Filler 2	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros
Filler 3	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros

Find Add Save Cancel Delete Exit

Employer Parameters

Employer Rates Fed Tax State Tax Local Tax Deduction EIC Retirement DD/MICR GTL ePayStub Time Clock

Employer Info Employee Info EIT LST **File Info**

EIT File Parameters

Excel File
 Text File
 Comma Delimited
 Tab Delimited

EIT Directory:

Include field descriptions as header record for EIT file
 Create files per PSD

LST File Parameters

Excel File
 Text File
 Comma Delimited
 Tab Delimited

LST Directory:

Include field descriptions as header record for LST file

Find Add Save Cancel Delete Exit

Select **Text File** and **Comma Delimited** to create a CSV file. In the **EIT Directory** field, select the folder where you want to save the submission file. When you enter the **EIT Directory** field information, the specified location becomes your default, so you will not need to remember to select it each time you create the file.

Because the Berkheimer Tax Administration does NOT want the field descriptions as the header record, **DO NOT** select the **Include field descriptions as header record for EIT file** checkbox option.

If you are a multiple location employer, you are required to send separate files for each location. Therefore, remember to select the **Create files per PSD** checkbox option.



Keystone Collections Group

Employer Parameters

Employer | Rates | Fed Tax | State Tax | Local Tax | Deduction | EIC | Retirement | DD/MICR | GTL | ePayStub | Time Clock

Employer Info | Employee Info | EIT | LST | File Info

Field Parameters

Field Label	EIT H/D	EIT Location	LST H/D	LST Location	Specify
Combined Filing	<input type="checkbox"/>	H 0			
EIT Constant	H	1			E
LST Constant				0	
Year	B H	2 D 7		0	<input type="radio"/> 2 digits, i.e. 11 <input type="radio"/> 4 digits, i.e. 2011
Reporting Period	B H	3 D 8		0	<input checked="" type="radio"/> 1-4,5 <input type="radio"/> 03,06,09,12,13
Federal ID	H	4		0	<input checked="" type="checkbox"/> Exclude dashes
Emplr ID	H	5		0	7001
Emplr Name	H	6		0	
Emplr Addr	H	7		0	<input type="checkbox"/> Address 2 as separate field
Emplr City	H	8		0	
Emplr State	H	9		0	
Emplr Zip	H	10		0	<input type="checkbox"/> Include Zip + 4
Emplr PSD	H	11		0	123456
Contact Name		0		0	
Phone		0		0	
Email		0		0	

Find Add Save Cancel Delete Exit

Employer Parameters

Employer | Rates | Fed Tax | State Tax | Local Tax | Deduction | EIC | Retirement | DD/MICR | GTL | ePayStub | Time Clock

Employer Info | Employee Info | EIT | LST | File Info

Field Parameters

Field Label	EIT Location	LST Location	Specify
Constant 2	0	0	
SSN	1	1	<input type="checkbox"/> Include dashes <input type="checkbox"/> Prefix leading zero
Emp. Name	2	2	Last Name, First Name, Middle Init, and Suffix in one field OR Each part of the name as its own individual field
Emp. Last Name	0	0	
Emp. First Name	0	0	
Emp. Middle Init.	0	0	
Emp. Suffix	0	0	
Emp. Address	3	3	<input type="checkbox"/> Address 2 as separate field
Emp. City	4	4	
Emp. State	5	5	
Emp. Zip	6	6	<input type="checkbox"/> Include Zip + 4

Find Add Save Cancel Delete Exit

Employer Parameters

Employer Rates Fed Tax State Tax Local Tax Deduction EJC Retirement DD/MICR GTL ePayStub Time Clock

Employer Info Employee Info EIT LST File Info

Field Parameters

Field Label	Location	Size	Specify
Local Gross	9	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros <input checked="" type="checkbox"/> Exclude negative
Local Tax	10	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros <input checked="" type="checkbox"/> Exclude negative <input type="checkbox"/> Exclude Commuter Tax Withheld
Munic Name	0		
PSD Twp Live	11		<input checked="" type="checkbox"/> Prefix leading zero
Commuter NonRes	0	8	<input checked="" type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Munic Name for Commuter	0		
PSD Work	0		<input checked="" type="checkbox"/> Prefix leading zero
Local Tax Rate	0	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Filler 1	0	0	<input checked="" type="radio"/> Spaces <input type="radio"/> Zeros
Filler 2	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros
Filler 3	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros

Find Add Save Cancel Delete Exit

Employer Parameters

Employer Rates Fed Tax State Tax Local Tax Deduction EJC Retirement DD/MICR GTL ePayStub Time Clock

Employer Info Employee Info EIT LST File Info

EIT File Parameters

Excel File
 Text File
 Comma Delimited
 Tab Delimited

EIT Directory

Include field descriptions as header record for EIT file
 Create files per PSD

LST File Parameters

Excel File
 Text File
 Comma Delimited
 Tab Delimited

LST Directory

Include field descriptions as header record for LST file

Find Add Save Cancel Delete Exit

Select **Text File** and **Comma Delimited** to create a CSV file. In the **EIT Directory** field, select the folder where you want to save the file. This becomes your default; you will not need to select it each time you create the file.

DO NOT select the **Include field descriptions as header record for EIT file** checkbox option.

If you are a multiple location employer, you are required to send separate files for each location. Therefore, remember to select the **Create files per PSD** checkbox option.



Jordan Tax Service, Inc

Employer Parameters

Employer Rates Fed Tax State Tax Local Tax Deduction EJC Retirement DD/MICR GTL ePayStub Time Clock

Employer Info Employee Info EIT LST File Info

Field Parameters

Field Label	EIT H/D	EIT Location	LST H/D	LST Location	Specify
Combined Filing <input checked="" type="checkbox"/>	H	5			
EIT Constant	H	1			E
LST Constant				0	L
Year	B H	4 D 2		0	<input type="radio"/> 2 digits, i.e. 11 <input checked="" type="radio"/> 4 digits, i.e. 2011
Reporting Period	B H	6 D 3		0	<input type="radio"/> 1-4,5 <input checked="" type="radio"/> 01-12,13
Federal ID	H	2		0	<input checked="" type="checkbox"/> Exclude dashes
Emplr ID	H	3		0	99887766
Emplr Name	H	7		0	
Emplr Addr	H	9		0	<input checked="" type="checkbox"/> Address 2 as separate field
Emplr City	H	10		0	
Emplr State	H	11		0	
Emplr Zip	H	12		0	<input checked="" type="checkbox"/> Include Zip + 4 <input checked="" type="checkbox"/> Zip+4 as separate field
Emplr PSD		0		0	234561
Contact Name	H	8		0	bmgr
Phone	H	13		0	523-1155
Email	H	14		0	softhelp@csiu.org

Find Add Save Cancel Delete Exit

Employer Parameters

Employer Rates Fed Tax State Tax Local Tax Deduction EJC Retirement DD/MICR GTL ePayStub Time Clock

Employer Info Employee Info EIT LST File Info

Field Parameters

Field Label	EIT Location	LST Location	Specify
Constant 2	0	0	
SSN	1	0	<input type="checkbox"/> Include dashes <input type="checkbox"/> Prefix leading zero
Emp. Name	4	0	Last Name, First Name, Middle Init, and Suffix in one field
Emp. Last Name	0	0	OR Each part of the name as its own individual field
Emp. First Name	0	0	
Emp. Middle Init.	0	0	
Emp. Suffix	0	0	
Emp. Address	5	0	<input checked="" type="checkbox"/> Address 2 as separate field
Emp. City	6	0	
Emp. State	7	0	
Emp. Zip	8	0	<input checked="" type="checkbox"/> Include Zip + 4 <input checked="" type="checkbox"/> Zip+4 as separate field

Find Add Save Cancel Delete Exit



Field Label	Location	Size	Specify
Local Gross	13	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros <input checked="" type="checkbox"/> Exclude negative
Local Tax	14	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros <input checked="" type="checkbox"/> Exclude negative <input type="checkbox"/> Exclude Commuter Tax Withheld
Munic Name	0		
PSD Twp Live	11		<input checked="" type="checkbox"/> Prefix leading zero
Commuter NonRes	0	8	<input checked="" type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Munic Name for Commuter	0		
PSD Work	10		<input checked="" type="checkbox"/> Prefix leading zero
Local Tax Rate	12	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Filler 1	9	0	<input checked="" type="radio"/> Spaces <input type="radio"/> Zeros
Filler 2	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros
Filler 3	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros

EIT File Parameters

Excel File Comma Delimited
 Text File Tab Delimited

EIT Directory: ...

Include field descriptions as header record for EIT file
 Create files per PSD

LST File Parameters

Excel File Comma Delimited
 Text File Tab Delimited

LST Directory: ...

Include field descriptions as header record for LST file

Select **Text File** and **Comma Delimited** to create a CSV file. In the **EIT Directory** field, select the folder where you want to save the file. This becomes your default; you will not need to select it each time you create the file.

DO NOT select the **Include field descriptions as header record for EIT file** checkbox option.

If you are a multiple location employer and have not selected to report with a combined file, select the **Create files per PSD** checkbox option.



COLUMN HEADING LABELS

Several tax collectors have file requirements for specific text to be used as column headings. If you generate files for these collectors, employer information is included in the detail records.

The header record requires field identifiers are provided as acceptable headings for importing. Each collector may have stated different preferred headings. If your collector is using PALITE and BIG BackOffice we have selected from a list of options they have provided. The defaults that will be used are listed below.

Column headings (header record) text

- FEIN, ACCOUNT, WORK, PSD, YEAR, QUARTER, SSN, LAST NAME, FIRST NAME, ADDRESS, CITY, STATE, ZIP, GROSS WAGES, WITHHELD.

Set up your Local Tax parameters to comply with the requirements of your tax collector if they are not using PALITE and BIG BackOffice follow the steps below.

After creating the file for the first time, update each column heading with the required text per the collector and in the exact order of the information in the file. Save the column headings in a separate spreadsheet file. Each time a new submission file is generated, use the saved file's column headings to replace the column headings in the generated submission file.

Lancaster County Tax Collection Bureau

The screenshot shows the 'Employer Parameters' window with the 'Field Parameters' tab selected. The interface includes a menu bar with options like 'Employer', 'Rates', 'Fed Tax', 'State Tax', 'Local Tax', 'Deduction', 'EJC', 'Retirement', 'DD/MICR', 'GTL', 'ePayStub', and 'Time Clock'. Below the menu bar, there are tabs for 'Employer Info', 'Employee Info', 'EIT', 'LST', and 'File Info'. The 'Field Parameters' section contains a table with columns for 'Field Label', 'EIT H/D', 'EIT Location', 'LST H/D', 'LST Location', and 'Specify'. The 'Specify' column contains various input fields and checkboxes for configuring the data format and content for each field.

Field Label	EIT H/D	EIT Location	LST H/D	LST Location	Specify
Combined Filing	<input type="checkbox"/>	0			
EIT Constant	<input type="checkbox"/>	0			<input type="text"/>
LST Constant			<input type="text"/>	0	<input type="text"/>
Year	D	4		0	<input type="radio"/> 2 digits, i.e. 11 <input checked="" type="radio"/> 4 digits, i.e. 2011 <input checked="" type="radio"/> 1-4,5 <input type="radio"/> 03,06,09,12,13 <input type="checkbox"/> Exclude dashes
Reporting Period	D	5		0	
Federal ID	D	1		0	
Emplr ID	D	2		0	<input type="text" value="7001"/>
Emplr Name		0		0	<input type="text"/>
Emplr Addr		0		0	<input type="checkbox"/> Address 2 as separate field
Emplr City		0		0	
Emplr State		0		0	
Emplr Zip		0		0	<input type="checkbox"/> Include Zip + 4
Emplr PSD		0		0	<input type="text"/>
Contact Name		0		0	<input type="text"/>
Phone		0		0	<input type="text"/>
Email		0		0	<input type="text"/>

At the bottom of the window, there are navigation buttons: Find, Add, Save, Cancel, Delete, and Exit, along with a printer icon.



Employer Parameters

Employer | Rates | Fed Tax | State Tax | Local Tax | Deduction | EIC | Retirement | DD/MICR | GTL | ePayStub | Time Clock

Employer Info | Employee Info | EIT | LST | File Info

Field Parameters

Field Label	EIT Location	LST Location	Specify
Constant 2	0	0	
SSN	6	0	<input checked="" type="checkbox"/> Include dashes <input checked="" type="checkbox"/> Prefix leading zero
Emp. Name	0	0	Last Name, First Name, Middle Init, and Suffix in one field OR
Emp. Last Name	7	0	Each part of the name as its own individual field
Emp. First Name	8	0	
Emp. Middle Init.	9	0	
Emp. Suffix	0	0	
Emp. Address	10	0	<input checked="" type="checkbox"/> Address 2 as separate field
Emp. City	11	0	
Emp. State	12	0	
Emp. Zip	13	0	<input type="checkbox"/> Include Zip + 4

Find Add Save Cancel Delete Exit

Employer Parameters

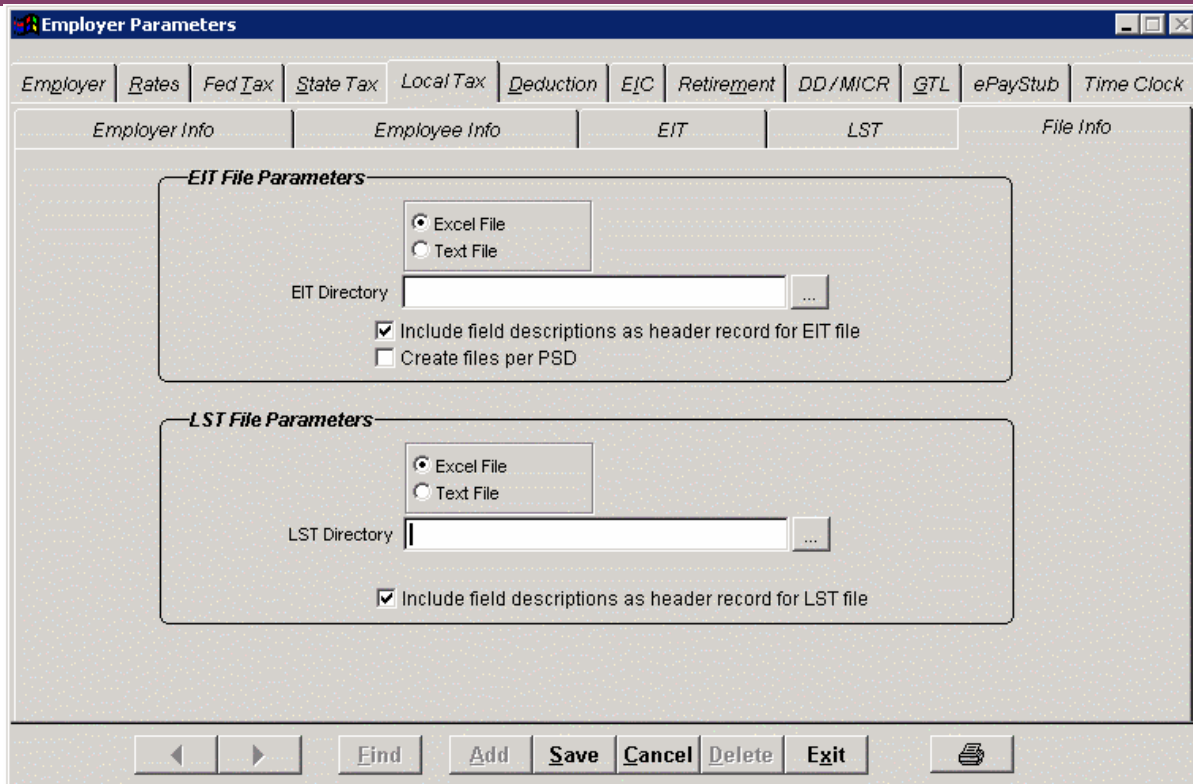
Employer | Rates | Fed Tax | State Tax | Local Tax | Deduction | EIC | Retirement | DD/MICR | GTL | ePayStub | Time Clock

Employer Info | Employee Info | EIT | LST | File Info

Field Parameters

Field Label	Location	Size	Specify
Local Gross	14	8	<input type="checkbox"/> Exclude decimal <input checked="" type="checkbox"/> Exclude negative <input type="checkbox"/> Pad with zeros
Local Tax	15	8	<input type="checkbox"/> Exclude decimal <input checked="" type="checkbox"/> Exclude negative <input type="checkbox"/> Pad with zeros <input type="checkbox"/> Exclude Commuter Tax Withheld
Munic Name	0		
PSD Twp Live	16		<input checked="" type="checkbox"/> Prefix leading zero
Commuter NonRes	0	8	<input checked="" type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Munic Name for Commuter	0		
PSD Work	3		<input checked="" type="checkbox"/> Prefix leading zero
Local Tax Rate	0	8	<input type="checkbox"/> Exclude decimal <input type="checkbox"/> Pad with zeros
Filler 1	0	0	<input checked="" type="radio"/> Spaces <input type="radio"/> Zeros
Filler 2	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros
Filler 3	0	0	<input type="radio"/> Spaces <input checked="" type="radio"/> Zeros

Find Add Save Cancel Delete Exit



BE SURE TO SELECT the **Include field descriptions as header record for EIT file** checkbox option.

If you are a multiple location employer, you are required to send separate files for each location. Therefore, remember to select the **Create files per PSD** checkbox option.

The following field headings are defaulted into the first line of the file. If your collector requires something else please update that information.



WORK LOCATION SAMPLES

The **WORK LOCATION** directory record is needed only if an employer has multiple work locations and not all work locations are within the same Political Subdivision (PSD). Employers who have work sites in more than one PSD may be required to remit separate files per PSD work location.

Work Locations should be based upon your set up with the tax collector.

The samples provided show where multiple schools are located in a single PSD code area and a second code for an elementary building that is in a different PSD area. Set up your codes based how the county collector has identified your work locations. If only one work location is needed for reporting, do not set up this directory, as it is not needed.

Work Location Directory

Work Location Code: ALMN

Work Location Name: Sunny Valley School District

Address 1: 236 Sunny Drive

Address 2:

City: Mifflinburg

State: PA Zip: 17844

Contact: Mr Smith

Phone Number: 570 523-1155

Account: 847951

Buttons: Find, Add, Save, Cancel, Delete, Exit

Work Location Directory

Work Location Code: SHAD

Work Location Name: Shady Lane Elementary School

Address 1: 50 North Seventh Street

Address 2:

City: New Berlin

State: PA Zip: 17837

Contact: Mrs. Belushi

Phone Number: -

Account: 123456789

Buttons: Find, Add, Save, Cancel, Delete, Exit

After the work locations have been identified, attach them to the appropriate Munic Codes.



Municipality Sample

Attach the **WORK LOCATION** record to the **MUNICIPALITY/Tax Collector Information** tab. Multiple **Munic Codes** could have been created for withholding LST/OPT or to identify employees with a low earnings exemption for the same work location. If the same PSD code is entered on multiple municipality codes, attaching the same work location code will pull them into the same work location group with the same employer information, if needed. When creating the EIT file, information is selected by PSD and **Work Location**.

Municipality Directory

Munic Code Name Type

State Zip County PSD

Tax Information | Tax Collector Information | LST Tax Collector Information

Work Location Sunny Valley School District

Tax Collector Information

Name

Addr 1

Addr 2

City

State Zip

Split District TC Information

Name

Addr 1

Addr 2

City

State Zip

◀ ▶ Find Add Save Cancel Delete Exit