

Please complete all of the PA TeleFile Worksheets you need before continuing. Instructions begin on Page 8.

**PART 1. Identification Information**

|                             |                                 |                      |          |
|-----------------------------|---------------------------------|----------------------|----------|
| Your Social Security number | Spouse's Social Security number | School District Code | ZIP Code |
|-----------------------------|---------------------------------|----------------------|----------|

**PART 2. Number of Form(s) W-2**  If more than 7, you **cannot** use TeleFile.

**Information from each Form W-2, Wage and Tax Statement**

Enter amounts in whole dollars. Round by eliminating any amount less than \$0.50, and increasing any amount that is \$0.50 or more to the next highest dollar.

| (a) Employer Identification number from Form W-2, Box B | (b) PA compensation from Form W-2, Box 16 | (c) PA income tax withheld from Form W-2, Box 17 | (d) Employee expenses from PA TeleFile UE Worksheet |
|---|---|--|---|
| 1.  | \$  | .00 \$   | .00 \$  |
| 2.  | \$  | .00 \$   | .00 \$  |
| 3.  | \$  | .00 \$   | .00 \$  |
| 4.  | \$  | .00 \$   | .00 \$  |
| 5.  | \$  | .00 \$   | .00 \$  |
| 6.  | \$  | .00 \$   | .00 \$  |
| 7.  | \$  | .00 \$   | .00 \$  |

**PART 3. Amounts you must enter.** If you do not have income for these lines, enter zero. **When instructed by TeleFile:**

a. Enter your PA-Taxable Interest Income. See the instructions ..... \$ .00

b. Enter your PA-Taxable Dividend Income. See the instructions ..... \$ .00

c. **Are you eligible for Tax Forgiveness?** If you did not receive Tax Forgiveness last year, TeleFile will skip Lines c and d. If you believe that you qualify for Tax Forgiveness but TeleFile does not ask for your information, hang up before completing your TeleFile return. File using another electronic option, or file a PA-40 form to claim Tax Forgiveness. See the instructions beginning on Page 11 for additional information.  
 If your filing status is Married, Filing Separately, enter your filing status for Tax Forgiveness.  MARRIED  UNMARRIED

d. Enter your Total Nontaxable Income from your PA TeleFile SP Worksheet.  
 If filing as Unmarried or Married, Filing Jointly, enter the amount from Line 10, Column A. If Married, Filing Separately, enter the amount from Line 11. .... \$ .00

You are now ready to TeleFile. Call 1-888-4PAFILE (1-888-472-3453). **DO NOT mail your TeleFile Worksheet to the department.**

**PART 4. Your TeleFile Tax Return.** TeleFile will tell you the amounts to enter below.

|  |    |    |     |
|--|----|----|-----|
| 1. Gross Compensation                      | 1. | \$ | .00 |
| 2. Unreimbursed Employee Business Expenses | 2. | \$ | .00 |
| 3. Net Compensation                        | 3. | \$ | .00 |
| 4. PA-Taxable Income                       | 4. | \$ | .00 |
| 5. Tax Liability                           | 5. | \$ | .00 |
| 6. Total PA Tax Withheld                   | 6. | \$ | .00 |
| 7. Tax Forgiveness                         | 7. | \$ | .00 |

**PART 5. Tax Due or Overpayment**

8. Tax Due – you must pay by April 15, 2013. Follow the instructions on Page 8 and select a Payment Option. 8. \$ .00

If using Electronic Funds Withdrawal, read Part 6. If you owe \$1 or less, do not send a payment.

9. Overpayment ..... 9. \$ .00

If you want to donate all or a portion of your refund, listen carefully to the instructions for Lines 10 through 14. You must enter these amounts; otherwise, you will receive a refund of the full amount on Line 9. The total of Lines 10 through 15 must equal Line 9.

|   |     |    |     |
|---|-----|----|-----|
| 10. Donation to the Wild Resource Conservation Fund   | 10. | \$ | .00 |
| 11. Donation to the Military Family Relief Assistance Program   | 11. | \$ | .00 |
| 12. Donation to the Governor Robert P. Casey Memorial Organ and Tissue Donation Awareness Trust Fund  | 12. | \$ | .00 |
| 13. Donation to the Juvenile (Type 1) Diabetes Cure Research Fund                                     | 13. | \$ | .00 |
| 14. Donation to the PA Breast Cancer Coalition's Refunds for Breast and Cervical Cancer Research Fund | 14. | \$ | .00 |
| 15. Refund Check. For a direct deposit of your refund, read Part 6.                                   | 15. | \$ | .00 |

**PART 6. Direct Deposit or Electronic Funds Withdrawal (U.S. banks only. See instructions)**

Complete Lines 16, 17, 18, and 19 if you overpaid and want the department to deposit your refund directly into your checking or savings account, or if you owe tax and want the department to electronically withdraw the tax you owe from your checking or savings account. When TeleFile asks if you want direct deposit or electronic funds withdrawal, answer **YES**, and enter this information.

16. I (we) want my (our) refund or tax due directly deposited or withdrawn from:  Checking Account  Savings Account

17. Routing Number \_\_\_\_\_ 18. Account Number \_\_\_\_\_  
 See page 11 for an example of a check with routing and account numbers. Do not use the numbers from your check if you want the deposit or withdrawal from your savings account. See the instructions on Pages 10 and 11.

19. Requested Payment Date: \_\_\_\_\_ Enter the date when the department can withdraw your payment electronically. Enter the month, day, and year in this format: MMDDYYYY. **EXAMPLE:** Enter Feb. 1, 2013, as 02012013.

If you do not want to use the electronic refund/payment option, answer **NO**.

**PART 7. Signature(s) and TeleFile Confirmation Number**

After you (and your spouse if filing jointly) listen to the taxpayer's oath, you must individually sign your PA TeleFile Tax Return by (each) entering your Social Security number(s). **This/These is/are your lawful signature(s) that the Department of Revenue will retain for future verification.** After you sign your PA TeleFile Tax Return, TeleFile will give you a nine-digit confirmation number. Enter that number and the date you received it below. Keep it for your records. If you have a question about your PA TeleFile Tax Return, you will need your confirmation number.

Your PA TeleFile Confirmation Number \_\_\_\_\_ Date \_\_\_\_\_

# 2012 PA TeleFile SP Worksheet

FILL IN THIS WORKSHEET BEFORE YOU TELEFILE, AND KEEP IT FOR YOUR RECORDS.

Social Security number shown first on your 2012 Pennsylvania TeleFile Worksheet

**NOTE:** If you qualified for Tax Forgiveness last year but the TeleFile system does not ask you for this information, you may not use TeleFile. If you believe you qualify for Tax Forgiveness, you must use padirectfile, Fed/State e-file or file a paper PA-40 form.

|   |   |
|---|---|
| <input type="checkbox"/> <b>UNMARRIED.</b> Your filing status is <b>Single</b> . The TeleFile system will use Eligibility Income Table 1 (Page 12). | <input type="checkbox"/> <b>MARRIED.</b> Your filing status is <b>Married, Filing Jointly, or Married, Filing Separately</b> . <b>REMEMBER:</b> You must always report your total Joint Income, even when filing separately. The TeleFile system will use Eligibility Income Table 2 (Page 12). |
|---|---|

| Single/Married, Filing Jointly  |    |     | The Eligibility Income Tables are on Page 12.           |  |  | Married, Filing Separately                                 |    |                    |        |     |
|---|----|-----|---|--|--|--|----|--------------------|--------|-----|
| Column A  |    |     |   |  |  | Column B<br>Taxpayer                                       |    | Column C<br>Spouse |        |     |
|   |    |     | If Married, Filing Separately – Spouse's taxable income |  |  |  |    |                    | 1. \$  | .00 |
| 2.  | \$ | .00 | Nontaxable interest, dividends, and gains               |  |  | 2.   | \$ | .00                | 2. \$  | .00 |
| 3.  | \$ | .00 | Alimony   |  |  | 3.   | \$ | .00                | 3. \$  | .00 |
| 4.  | \$ | .00 | Insurance proceeds and inheritances                     |  |  | 4.   | \$ | .00                | 4. \$  | .00 |
| 5.  | \$ | .00 | Gifts, awards, and prizes                               |  |  | 5.   | \$ | .00                | 5. \$  | .00 |
| 6.  | \$ | .00 | Nontaxable military income – Do not include combat pay  |  |  | 6.   | \$ | .00                | 6. \$  | .00 |
| 7.  | \$ | .00 | Gain excluded from the sale of a residence              |  |  | 7.   | \$ | .00                | 7. \$  | .00 |
| 8.  | \$ | .00 | Nontaxable educational assistance                       |  |  | 8.   | \$ | .00                | 8. \$  | .00 |
| 9.  | \$ | .00 | Cash received from outside your home – See instructions |  |  | 9.   | \$ | .00                | 9. \$  | .00 |
| 10.   | \$ | .00 | Total nontaxable income – Total each column             |  |  | 10.  | \$ | .00                | 10. \$ | .00 |
| <input checked="" type="checkbox"/> <b>Single or Married, Filing Jointly</b><br>Enter the total from Line 10 in Part 3d of your TeleFile Worksheet. |    |     |   |  |  | <input type="checkbox"/> <b>Married, Filing Separately</b> |    | 11.                | \$     | .00 |

Add the amounts on Line 10 and enter the total on Line 11 and in Part 3d of your TeleFile Worksheet.

**IMPORTANT:** You may not claim Tax Forgiveness using TeleFile if:

- (a) You did not receive this credit on your 2011 PA tax return;
- (b) You received this credit in 2011, but changed your marital status in 2012;
- (c) You received this credit in 2011, but you have a dependent child in 2012; or
- (d) You are a student claimed as a dependent on your parents' 2012 federal income tax return, even if they qualify for this credit.

# 2012 PA TeleFile UE Worksheet

## Unreimbursed Employee Business Expenses

Fill in this worksheet before you TeleFile, and keep it for your records. If Married, Filing Jointly, and both you and your spouse have **Unreimbursed Employee Business Expenses**, you must each fill out your own worksheet. You must complete a UE Worksheet for each job for which you incurred PA-allowable expenses and received a 2012 Form W-2. If you need more space, you may make copies of this worksheet, or make your own worksheets in this format.

|   |                                       |
|---|---------------------------------------|
| Name of taxpayer claiming these expenses  | Social Security number                |
| Employer's name and address   | Employer's Federal EIN                |
| Describe the job in which you incurred these expenses:  | Employer's telephone number<br>(    ) |
| Direct Unreimbursed Employee Business Expenses. Describe the expenses and amounts you are claiming. |                                       |
| 1. Union Dues. List the union name(s) and amount(s) paid.   | 1. \$ .00                             |
| 2. Work Clothes and Uniforms. Needed for your employment and not suitable for everyday use.         | 2. \$ .00                             |
| 3. Small Tools and Supplies. Needed for your employment and not provided by your employer.          | 3. \$ .00                             |
| 4. <b>Total Unreimbursed Employee Business Expenses.</b> Add Lines 1, 2 and 3.                      |                                       |
| Enter these expenses when you report your Form W-2 income in Part 2d of your TeleFile Worksheet.    | 4. \$ .00                             |