

INSTRUCTIONS FOR THE ANNUAL WITHHOLDING RECONCILIATION STATEMENT (REV-1667)

The Annual Withholding Reconciliation Statement (REV-1667) along with an individual Wage and Tax Statement/Information Statement (W-2/1099) for each employee/distribution recipient must be submitted annually on or before Jan. 31 following the year in which wages were paid or distributions occurred. These documents must be filed at the same time and via the same method.

Electronic Reporting. Employers can file year-end employee W-2 Wage and Tax Statements and the Annual Withholding Reconciliation Statement (REV-1667) online through the e-TIDES business tax filing website. Employers can also upload files containing W-2 data or 1099 data to e-TIDES, eliminating the need to enter the data. Visit the instructions link on e-TIDES at www.etides.state.pa.us for more information.

To Complete the Annual Withholding Reconciliation Statement:

- Complete the following required fields: calendar year, Employer Account ID and Entity ID (federal EIN) in the blocks at the top of the Annual Withholding Reconciliation Statement. Enter the business name and address in the area provided.
- Sign, date and include a daytime telephone number and title on the Annual Withholding Reconciliation Statement, which must accompany the materials submitted.

Part I. Reconciliation

- Line 1a. Enter the number of W-2 forms attached.
- Line 1b. Enter the number of 1099 forms with PA withholding.
- Line 2. Enter the total compensation/distribution subject to PA withholding.
- Line 3. Enter the total amount of PA personal income tax withheld.

Part II. Annual Reconciliation

Enter the amount of wages or distributions subject to PA withholding and the amount of PA tax withheld for each quarter. Add the amounts for the four quarters and enter the total.

Mail the Annual Withholding Reconciliation Statement with the accompaniments to:

**PA DEPARTMENT OF REVENUE
PO BOX 280412
HARRISBURG PA 17128-0412**

Additional information on employer withholding requirements can be found on our website at www.revenue.pa.gov.

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS COUPON.
DETACH HERE BEFORE MAILING**


YEAR EMPLOYER ACCOUNT ID ENTITY ID (EIN)

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Part I RECONCILIATION

1a	Number of W-2 forms attached	
1b	Number of 1099 forms with PA withholding	
2	Total compensation/distribution subject to PA withholding	\$ <input style="width: 100px;" type="text"/> . <input style="width: 20px;" type="text"/>
3	PA personal income tax withheld	\$ <input style="width: 100px;" type="text"/> . <input style="width: 20px;" type="text"/>

DUE DATE
JANUARY 31

Part II ANNUAL RECONCILIATION

	Wages/distribution paid subject to PA withholding	PA tax withheld
1st Quarter		
2nd Quarter		
3rd Quarter		
4th Quarter		
TOTAL		

ANNUAL WITHHOLDING RECONCILIATION STATEMENT

BUSINESS NAME AND ADDRESS

LEGAL NAME

TRADE NAME

ADDRESS

CITY, STATE, ZIP

DO NOT SEND PAYMENT WITH THIS FORM.

DATE	DAYTIME TELEPHONE #	EXT.	TITLE	SIGNATURE
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