



BERKHEIMER
PO BOX 25143
LEHIGH VALLEY, PA 18002-5143

IMPORTANT EARNED INCOME TAX NOTICE
SAINT MARYS CITY

Dear Employer,

On behalf of Saint Marys City, Elk County, effective 1/1/2019, the resident Earned Income Tax Rate is increasing from 1.00% to 1.20%. Please begin withholding the tax at the new rate of 1.20%, 1/1/2019, for employees who are residents of Saint Marys City. This change is effective for the 2019 Tax Year. The Saint Marys City non-resident Earned Income Tax Rate will remain at 1.0%.

According to Act 32, Employers are required to withhold the higher of either the resident tax rate of where their employees reside, or the non-resident rate where they are employed. As an example, for an employee working in Saint Marys City who lives out of state, the employer would withhold the 1.0% non-resident rate. If the employee resides in Pennsylvania, the employer would continue to withhold the EIT at the higher of the two (2) rates they are subject to, either their resident jurisdiction tax rate or the non-resident rate in effect where they work. Please refer to our website for additional details. Withholdings must be remitted and filed with our office no later than the last day of the month after the end of each quarter. Delinquent fees and penalties may apply for late or incorrect filing.

Through our Berk-e online suite of services, Berkheimer offers businesses the ability to e-file a variety of taxes including the Earned Income Tax. Visit www.hab-inc.com to file online, download forms, make payments, complete registration, and for additional information. We also offer our PSD Confirmation Service to help identify the proper jurisdiction and tax rates to be withheld for your employees, which can be found on our website under electronic services.

Should you have any questions or if you need additional information, please submit an electronic inquiry via our website or contact our Customer Care Department at 610-599-3138. We will be happy to assist you.

BERKHEIMER
Earned Income Tax Administrator

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You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3138. Or, you can visit our website at www.hab-inc.com.

Berkheimer is not the appointed tax hearing officer for your taxing district and will not accept any petitions for appeal. Petitions for appeal must be filed with the appropriate appeals board for your County. Berkheimer can provide you with the proper procedures and forms necessary to file an appeal with the appeals board for your Tax Collection District.