



Upper Dublin Township
Earned Income Tax Office
801 Loch Alsh Avenue
Fort Washington, Pa 19034-1697
Phone: (215) 643-1600
Fax: (215) 542-0797
www.upperdublin.net

Upper Dublin Township Earned Income and Net Profits
Employer Information

Earned Income Tax Withholding: Every employer having an office, retail store, factory, workshop, branch, warehouse, or other place of business within Upper Dublin Township who employs one or more persons, other than domestic servants, for a salary, wage, commission, or other compensation **MUST** deduct the earned Income Tax at the time of payment.

Earned Income Tax Payments: Taxes withheld must be remitted to Upper Dublin Township on a quarterly basis. Tax payments are due as follows:

<u>Withholding Period</u>	<u>Due Date</u>
1 st Quarter (January 1 st – March 31 st)	April 30 th
2 nd Quarter (April 1 st – June 30 th)	July 31 st
3 rd Quarter (July 1 st – September 30 th)	October 31 st
4 th Quarter (October 1 st – December 31 st)	January 31 st

Quarterly Tax Returns: A quarterly tax return listing the total wages paid to employees, actual tax withheld, penalty/interest due and the total tax remitted must accompany the tax payment. In addition to the return, a detailed listing of each employee's name, social security number, political subdivision of residency or address, earned income for the tax period, and the corresponding tax withheld **MUST** accompany the tax return and payment. This detailed listing and the payment will NOT be accepted as separate mailings, and will be returned if the information provided is incomplete. This list may be computer generated.

Tax Rate: The Earned Income Tax rate is one percent (1%).

Reciprocity: Upper Dublin Township, serving as a Tax Collector, is legally obligated to remit Earned Income Taxes withheld from an employee to the employee's resident municipality if that municipality has an Earned Income Tax.

Employers Who Withhold the Philadelphia City Wage Tax: In accordance with State Act 48 of 1994, if you employ someone who is a resident of the City of Philadelphia, you are required by law to withhold the City Wage Tax, at the current rate as established by the City of Philadelphia, and remit it directly to the City of Philadelphia, Department of Revenue. Do **NOT** remit City Wage Tax to the Township. No withholding of the Upper Dublin Earned Income Tax is required if the City Wage Tax is withheld.

Definition of Earned Income:

Taxable items include, but are not limited to the following:

Salaries	Incentive Payments
Wages	Holiday/Vacation Payments
Bonuses	Covenant Not to Compete
Fees	Deferred Compensation
Tips Received	Stock Options
Commissions	Severance Payments
Guaranteed Payments	Moving Expense Reimbursements
Certain Retirement Pay and Pensions	
Taxes assumed by the employer and employee contributions under Section 401(K), Section 403(B), and Section 457 of the Internal Revenue Code	

Non-taxable items include, but are not limited to the following:

- Parsonages
- Unemployment Compensation
- Workmen's Compensation Benefits
- Long-term Sick or Disability Benefits, except where an employee received regular salary from the employer during a period of sickness or disability
- Payments to reimburse expenses and payments made by employers or labor unions for wage and salary supplement programs, including, but not limited to, programs covering hospitalization, sickness, disability or death, supplemental unemployment benefits, strike benefits, and social security.

Definition of Net Profits: The net income from the operation of a business, profession, or other activity [including General Partnership and Limited Liability Company/Partnership], except corporations, after the provision for all costs and expenses incurred in the conduct thereof, determined either on a cash or accrual basis in accordance with the accounting system used in such business, profession or other activity, but without deduction of taxes paid or payable, or interest or charges paid or payable on account of such taxes, based on income.

Final Returns: Every employer located in Upper Dublin Township and every company voluntarily withholding the Upper Dublin Township Earned Income Tax is required to file a Final Return for the Earned Income Tax. The Final Return must be filed on or before *February 28th* of the succeeding year. Final Return forms will be provided to each employer. The Final Return must document the total amount of salaries, wages, commissions, and other compensation paid during the period beginning January 1st of the current year and ending December 31st of the current year, and the total amount of tax withheld. A copy of the W-2 issued to each employee **MUST** accompany the Final Return.

Every employer, who discontinues business prior to December 31st, must file a Final Return and pay all taxes due within 30 days of the discontinuance of business. Employers discontinuing business should contact the Upper Dublin Township Earned Income Tax Office to obtain the Final Return form.

Registration: New employers are required to register with the Township Earned Income Tax Office within 15 days of becoming an employer.

Tax Payments and Information:

Forms and general information are available at www.upperdublin.net

Checks should be made payable & mailed to:

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