

**berkheimer**  
tax administratorBERKHEIMER  
PO BOX 914  
BANGOR, PA 18013-0914

610-599-3139

BA

Date 01/12/12

Dear Employer:

Your quarterly Earned Income Tax Return (form E-1) was received by our office. In an effort to prepare employers for ACT 32 a file has been created to inform you of changes that will need to be made for the 2012 tax year. Please review your return for the following and make the necessary corrections that go into effect on January 1, 2012.

Your return indicates withholdings that will not be the correct earned income tax rate for all or some of your employees. This will be required with the implementation of ACT 32 in January 2012. Please be advised that Act 32 requires all employers with locations within Pennsylvania to withhold earned income taxes from their employees based on the higher of the two (2) tax rates the employee is subjected to: either the employee's resident tax rate or the employer jurisdiction's non-resident tax rate.

As a courtesy we have compiled a listing of your employees that will require changes prior to withholding in January 2012. This listing includes employees that are currently being withheld at what will be an incorrect rate and any employees that may have a resident municipality discrepancy between that indicated on the quarterly filing and what is included on our records.

To view this listing, please log on to our website at: <https://cp-efile.hab-inc.com/employer/>. If you have not already done so you will need to create an employer login by clicking on the "Create New Account" link. Upon logging in, choose the "Download Files" option and enter the following file codes:

Access code 1:

Access code 2:

Employer Account #: Enter your Berkheimer Employer Account Number

Please verify any discrepancies and make the necessary changes by January 1, 2012. Failure to comply with the changes, as mandated by Act 32, can result in penalties, interest and delinquent costs being assessed to either the individual and/or the employer.

Sincerely,  
Berkheimer Auditing Department  
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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 610-599-3139, during the hours of 9:00 a.m. through 4:30 p.m., Monday through Friday. Or, you can visit our website at [www.hab-inc.com](http://www.hab-inc.com). If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.*