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Handbook for Electronic Filers of  
**P E N N S Y L V A N I A**  
Individual Income Tax Returns for  
**2007**  
Tax Year



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# PENNSYLVANIA'S ELECTRONIC FILING CALENDAR

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## For Tax Year January 1, 2007 to December 31, 2007

Begin IRS/Pennsylvania Software Testing ..... November 13, 2007

End IRS/Pennsylvania Software Testing ..... January 11, 2008

Begin Transmitting Returns to IRS/PA  
Department of Revenue ..... January 11, 2008

Last Date to Transmit Pennsylvania Returns  
Electronically ..... October 15, 2008

## INTRODUCTION

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The Pennsylvania Department of Revenue will again join the Internal Revenue Service (IRS) to provide electronic filing of state Personal Income Tax returns. The Federal/State *e-file* program will provide tax preparers and taxpayers one-stop federal and state electronic tax filing.

To participate in the joint program, the PA Department of Revenue requires all participants to be accepted into the federal *e-file* program.

This document provides Electronic Return Originators (EROs) and transmitters with the information needed to successfully implement the Federal/State *e-file* program.

The *Pennsylvania Publication PA-1345, Handbook for Electronic Filers of Pennsylvania Individual Income Tax Returns for Tax Year 2007*, should be used in conjunction with the *IRS Publication 1345, Handbook for Electronic Filers of Individual Income Tax Returns*. The PA Department of Revenue conforms to all procedures governing electronic filing participants set forth in the IRS Revenue Procedure 2000-31 Requirements of Participants in the IRS *e-file* Program for Individual Income Tax Returns.

The *Pennsylvania Handbook* will identify items that are unique to the electronic filing of PA income tax returns.

For the latest details on electronic filing, including a list of software developers, visit the PA Department of Revenue Web site at:

**[www.revenue.state.pa.us](http://www.revenue.state.pa.us)**

## **PUBLICATIONS**

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The following publications describe the process of electronic filing and joint electronic filing:

### **INTERNAL REVENUE SERVICE PUBLICATIONS**

Publication 1345 - Handbook for Authorized IRS *e-file* Providers of Individual Income Tax Returns

Publication 1346 - Electronic Return File Specifications and Record Layouts for Individual Income Tax Returns (Tax Year 2007)

Publication 1436 - Test Package for Electronic Filing of Individual Income Tax Returns (Tax Year 2007)

### **PENNSYLVANIA DEPARTMENT OF REVENUE PUBLICATIONS**

Publication PA-1345 - Pennsylvania Handbook for Electronic Filers of Pennsylvania Individual Income Tax Returns (Tax Year 2007)

Publication PA-1346 - Pennsylvania Electronic Return File Specifications and Record Layouts for Individual Income Tax Returns (Tax Year 2007)

Publication PA-1436 - Pennsylvania Test Package for Federal/State *e-file* (Tax Year 2007)

## CHAPTER 1 • CHANGES FOR TAX YEAR 2007

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### **PA Schedule Changes and Additions**

**PA Schedule G-R** – Reconciliation of Taxes Paid to Other States or Countries: The purpose of PA Schedule G-R is to summarize all PA Schedules G-S and/or G-L so that the Department is able to provide other state income tax data to the states requesting the information.

**PA Schedule 19** – Taxable Sale of Principal Residence: The purpose of PA Schedule 19 is to determine if a taxpayer qualifies for a full exclusion of gain earned from the sale of a principal residence. If a taxpayer used his or her home for nonresidential purposes with the intention to realize a profit, this worksheet is used to calculate taxable gain or loss from the sale.

### **New Applicants**

To participate in the Federal/State *e-file* program, participants must first be accepted by the IRS. To be accepted into the electronic filing program, potential filers must complete the IRS's application (Form 8633, Application to Participate in the IRS *e-file* Program). The IRS encourages new applicants to address any questions to its toll-free centralized e-Help Desk at 1-866-255-0654 or visit their Web site at [www.irs.gov](http://www.irs.gov). For questions concerning the submission or processing of Forms 8633, the Andover Service Center's toll-free number is 1-800-691-1894.

### **ERO Registration For Pennsylvania**

The Department no longer requires approved Electronic Return Originators (EROs) to register separately for electronic filing in Pennsylvania. The Department obtains ERO information from the IRS. Once an ERO has been approved to file with the IRS, it is automatically approved to file with the Department as well.

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### ***TAX PROFESSIONAL E-SERVICES CENTER***

Pennsylvania Tax Professionals, like you, can now manage business online more efficiently with the addition of the Department's Tax Professional e-Services Center. The Tax Professional e-Services Center organizes most of the information and services that you need in one place, and most importantly, it includes access to your clients' Pennsylvania Personal Income Tax data.

To use the center, you need to have filed your clients' Pennsylvania Personal Income Tax returns through the Fed/State ***e-file*** program. In addition, you must indicate on those returns that a Power of Attorney (POA) has been granted. The Center requires a one-time easy registration process to access this information. To register, you need an approved PA e-Signature on file, your federal Preparer Tax Identification Number (PTIN) and an Electronic Filing Identification Number (EFIN). If you do not have a PA e-Signature, you can obtain one on the Department's e-Services Web site.

The Center enables you to:

- Check the status of your clients' PA Personal Income Tax returns and refunds;
- View all notices that your client receives;
- View estimated payments and credits; and
- Evaluate the tax return summary.

## **CHAPTER 2 • FEDERAL/STATE *e-file***

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### ***2006 Tax Year Results***

The PA Department of Revenue received more than **2.3 million** Personal Income Tax electronic returns in tax year 2006 through the Federal/State *e-file* program. Of the 2.3 million returns filed, more than 500,000 returns were filed from a taxpayer's home computer. The remaining **1.8 million** returns were filed through a tax professional.

Whether you participated in last year's Federal/State *e-file* program, or if this is the first time you will take advantage of this method of filing, the PA Department of Revenue wants to thank you for your interest in the PA *e-file* program. We are striving to make tax filing as easy as possible.

### ***How Federal/State e-file Works***

Electronic Return Originators and transmitters accepted in the IRS's *e-file* program are able to participate in the PA *e-file* program. Once registered, they are able to file both the federal and the state return in one transmission to the IRS's Andover Service Center. The IRS acknowledges to the transmitter the acceptance of the federal return and receipt of state data. The state data is then retrieved by the PA Department of Revenue and processed on the PA Personal Income Tax system.

The PA Department of Revenue acknowledges to the transmitter the acceptance or rejection of the PA data through the IRS's Electronic Management System (EMS).

The taxpayer can expect to receive a PA refund (if applicable) within 4-5 weeks from the PA acceptance date.

### ***Who Can Participate***

The Federal/State *e-file* program for PA returns is available to all interested parties who have been accepted as Authorized IRS *e-file* Providers in the Federal *e-file* program and transmit returns to the IRS's Andover Service Center. This includes EROs, transmitters, and software developers, defined as follows:

**ERO** - A firm, organization, or individual that deals directly with the taxpayer and prepares tax returns to electronically file the returns, or collects prepared tax returns to electronically file the returns.

**Transmitter** - A firm, organization, or individual that transmits electronic returns directly to the IRS Center.

**Software Developer** - A firm, organization, or individual that develops software for the purpose of (a) formatting electronic tax return information according to PA return layouts and specifications and/or (b) transmitting electronic returns directly to the IRS.

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**PA Acknowledgment Codes**

The Department will generate an “A” code (Acceptance) upon **initial receipt and acceptance** of a PA electronic return. This acknowledgment indicates that the electronic return was accepted and will be uploaded to our master file processing system.

If the Department is unable to upload a return to our master file processing system, the Department will generate an “R” code (Rejection), indicating the return has been rejected. If a return has been rejected, the error must be corrected and the return retransmitted to the Department of Revenue.

If the return has been assigned a Declaration Control Number (DCN), a Primary Social Security Number and/or a Secondary Social Security Number that is the same as a number that was previously assigned to another return, the Department will generate a “D” code (Duplicate).

**Out-of-State & Foreign Tax Credit Returns for 2007**

The PA Department of Revenue’s *e-file* program accepts returns claiming credit for taxes paid to other states or countries (Line 23, PA-40). In order for a taxpayer to receive credit for taxes paid to another state or country, a PA Schedule G-S, PA Schedule G-L, a PA Schedule RK-1, and/or Federal Form 1116 must be completed and submitted with the taxpayer’s electronic return. In addition, a copy of the taxpayer’s **out-of-state return** must be sent to the Department within 15 days from the date the PA electronic return was accepted. This information may be faxed to **(717) 705-6651**, or mailed to the following address:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
ELECTRONIC FILING SECTION  
PO BOX 280507  
HARRISBURG PA 17128-0507

**Note: Taxpayers will not receive credit for taxes paid to another state or country until the PA Department of Revenue receives a copy of the other state or country’s return.**

## **CHAPTER 3 • PENNSYLVANIA'S ACCEPTANCE PROCESS**

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The PA Department of Revenue will recognize the federal acceptance process for the 2007 tax period.

The Electronic Filer Identification Number (EFIN) and Electronic Transmitter Identification Number (ETIN) assigned by the IRS will be the same numbers that the PA Department of Revenue uses in the Federal/State *e-file* program.

All participants are required to pass the IRS's Participants Acceptance Testing System procedures for acceptance into the Federal/State *e-file* program.

The software used to transmit data must be approved by the IRS and the PA Department of Revenue as part of the acceptance process.

When a developer's test returns have been accepted at the IRS's Andover Service Center, the state data will be retrieved by the PA Department of Revenue for testing. All known software developers will be provided with test material and instructions to perform the PA testing.

Software developers must transmit test data to the Department to ensure the software meets its specifications.

Only software developers are required to test with the PA Department of Revenue for approval of the software.

Test materials and instructions may be obtained from the following address:

BUREAU OF INDIVIDUAL TAXES  
ELECTRONIC FILING SECTION  
PO BOX 280507  
HARRISBURG PA 17128-0507  
Telephone: (717) 787-4017  
E-mail: [mswisher@state.pa.us](mailto:mswisher@state.pa.us)  
Fax: (717) 772-9310

Federal/State *e-file* software testing begins November 13, 2007, and ends January 11, 2008. To assist EROs in finding PA electronic filing software, the Department lists the companies approved on its Web site at [www.revenue.state.pa.us](http://www.revenue.state.pa.us).

## **CHAPTER 4 • FILING AN ELECTRONIC RETURN**

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The filing of an electronic return will consist of the electronic transmission of data and supporting paper documents. The paper documents contain information which cannot be transmitted electronically, such as the taxpayer's signature. These documents are retained by the ERO.

### ***The Pennsylvania Electronic Return***

The following Pennsylvania forms can be transmitted electronically (**refund, equal, and balance due, with or without payment**). **Payment must be made by electronic funds withdrawal, check, money order or credit card:**

- Form PA-40 - Pennsylvania Individual Income Tax Return (Includes Nonresident and Part-Year Resident returns)
- PA Schedule A - Interest (40 schedules or less)
- PA Schedule B - Dividends (40 schedules or less)
- PA Schedule C - Profit or Loss From Business or Profession (5 schedules or less)
- PA Schedule C-EZ - Profit from a Business or Profession (1 per taxpayer)
- PA Schedule D - Sale, Exchange, or Disposition of Property (50 schedules or less)
- PA Schedule D-1 - Computation of Installment Sale Income (6 schedules or less)
- PA Schedule D-71 - Sale or Exchange of Property Prior to June 1, 1971 (2 schedules or less)
- PA Schedule E - Rent, Royalty, Patent, and Copyright Income or Loss (10 schedules or less)
- PA Schedule F - Farm Income and Expenses (2 schedules or less)
- PA Schedule G-S - Out-of-State Credit (Short Form) (20 schedules or less)
- PA Schedule G-L - Out-of-State Credit (Long Form) (20 schedules or less)
- PA Schedule J - Estate & Trust Income (2 schedules or less)
- PA Schedule W-2S - Wage Statement Summary (5 schedules or less)
- PA Schedule SP - Tax Forgiveness Credit (1 schedule)
- PA Schedule RK-1- Resident Schedule of PA S Shareholder/Partner Pass-Through Income, Loss, and Credits (15 schedules or less)
- PA Schedule NRK-1- Non-Resident Schedule of PA S Shareholder/Partner Pass-Through Income, Loss, and Credits (15 schedules or less)
- PA Schedule UE - Allowable Employee Business Expenses (4 schedules or less)
- PA Schedule C-F (4 schedules or less)
- PA Schedule OC (1 schedule)
- PA Schedule O (1 schedule)
- PA Schedule T - Gambling and Lottery Winnings (1 schedule)
- PA REV-1630 - Underpayment of Estimated Tax by Individuals (1 schedule)
- PA Schedule 19 - Sale of a Principal Residence (1 schedule)
- PA Schedule G-R - Reconciliation of Taxes Paid to Other States or Countries (4 schedules)
- W-2 Forms (50 or less)
- 1099-R Forms (20 or less)
- W-2G Forms (20 or less)
- Statement Schedule (4 or less)

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***PA Accepts the Federal Self-Select PIN and Practitioner PIN***

The PA Department of Revenue accepts the Federal Self-Select PIN and the Federal Practitioner PIN as valid signatures on PA returns that are filed through the Federal/State **e-file** program. In order for the Department to accept the Federal Self-Select PIN as an acceptable signature, the Department requires software developers to display a Jurat/Disclosure Statement (similar to the language on the PA-8453, PA's Individual Income Tax Declaration for Electronic Filing) in the software program when taxpayers elect the Federal PIN option for their state signatures.

When a valid PIN is entered as the signature, the Department does not require taxpayers to complete the PA-8453 form. If the IRS does not accept the PIN, the PA-8453 form must be completed and signed. If a taxpayer is not present to enter his or her PIN or the Practitioner PIN is used to sign the return, a PA-8879 must be completed and signed by the taxpayer. The completed and signed PA-8879 must be retained in the Practitioner's file for three years from the return due date.

**Amended returns are excluded from using the Federal Self-Select PIN as a valid signature.**

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**Completed Documents to be Retained by ERO/Statement Schedule**

The following paper documents must be completed if a PA return is filed electronically and a PIN is not used to sign the return:

- Form PA-8453 - Pennsylvania Individual Income Tax Declaration for Electronic Filing;
- Form PA-8879 - Pennsylvania *e-file* signature authorization;
- State copies of Form(s) W-2 or W-2G which would normally be attached to a paper return (Form(s) W-2 or W-2G must be attached to the front of Form PA-8453 or Form PA-8879); and
- Form 1099-R which would normally be attached to a paper return (Forms 1099-R must be attached to the front of Form PA-8453 or Form PA-8879).

The PA Department of Revenue allows a Statement to be filed with the electronic return. The Statement Schedule gives the ERO the ability to communicate additional information to explain its client's reporting of income. **Every time any of the following forms are verified for authenticity and attached to the PA-8453 or the PA-8879, a Statement Schedule must accompany the electronic return.** The Statement Schedule must explain what particular paper document is being retained by the ERO and how it affects the reporting of income on the PA-40.

Examples of when and how to use a **Statement Schedule** are:

1. When extension Form 4868 is attached to the PA-8453 or PA-8879 which is retained by the ERO:  
**Statement:** Valid Form 4868 reviewed and attached to PA-8453/PA-8879.
2. When military orders verifying active duty outside PA are attached to the PA-8453 or PA-8879:  
**Statement:** Valid military orders showing active duty outside PA reviewed and attached to the PA-8453/PA-8879. (Copies of Military Orders must either be faxed or mailed to the PA Department of Revenue.)
3. When documentation from a department head explaining a scholarship, stipend, or grant is attached to PA-8453 or PA-8879:  
**Statement:** Valid documentation from department head explaining scholarship reviewed and attached to PA-8453/PA-8879.
4. When documentation from the City of Philadelphia explaining Injury on Duty (I.O.D.) pay for city police and firemen is attached to PA-8453 or PA-8879:  
**Statement:** Valid I.O.D. documentation from City of Philadelphia reviewed and attached to PA-8453/PA-8879.
5. When the number of dependents exceeds the available lines on Schedule SP, Part B, a statement would be entered listing the additional SP dependents' information: Name, Age, Relationship, and Social Security Number.

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### ***Extension of Time to File***

The Department will grant up to a six-month extension of time for filing a PA income tax return. Unless the taxpayer is outside the United States, the Department will not grant an extension for more than six months. An extension of time for filing will not extend the time for paying the tax.

Follow these procedures when applying for an extension of time to file:

1. If the taxpayer owes income tax on the PA tax return, he or she must:
  - Pay by check with a timely Application for Extension of Time to File (Form REV-276); or
  - Pay by Electronic Funds Withdrawal and have the extension payment deducted from the taxpayer's bank account. The taxpayer can visit the Revenue e-Services Center at [www.revenue.state.pa.us](http://www.revenue.state.pa.us) to arrange a payment (the taxpayer does not need to mail in the Form REV-276); or
  - Pay by credit card. The taxpayer can visit the Revenue e-Services Center at [www.revenue.state.pa.us](http://www.revenue.state.pa.us) to pay by credit card over the Internet. The taxpayer may also pay by credit card by calling 1-800-2PAYTAX(272-9829). The taxpayer does not need to mail in the Form REV-276. This option is not available if the taxpayer has never filed a Pennsylvania Personal Income Tax return or made an estimated payment prior to making the request for an extension and payment via this method.
2. If the taxpayer has an approved extension for filing his/her federal income tax return, and does not owe PA income tax on the 2007 tax return, the Department will grant the same extension for filing the PA tax return. The taxpayer does not have to submit a PA Form REV-276 or Federal Form 4868 before the due date.
3. If the taxpayer does not have an extension for filing his/her Federal income tax return, the taxpayer should request an extension on Form REV-276, and file it in sufficient time for the Department to consider and act upon it prior to the return due date.

Mail the Form REV-276, with or without a payment to:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280504  
HARRISBURG PA 17128-0504

#### **When Filing the PA tax return:**

- Fill in the extension request oval at the top of the PA40.
- If the taxpayer has not filed a PA Form REV-276, submit a copy of the Federal Form 4868 with the PA tax return.

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**Federal/State Electronic Filing Exclusions**

The following documents are excluded from Federal/State electronic filing:

- Returns for any period other than January 1, 2007 to December 31, 2007
- Non-calendar (fiscal) year returns
- Prior year Amended Individual Income Tax Returns
- Form PA-40NRC - Nonresident Consolidated Income Tax Returns
- Form PA-41 - Fiduciary Income Tax Returns
- Form PA-20S/65 - Partnership Information Returns
- Form PA-NRH - Nonresident Apportionment
- Form PA-40 KOZ - Pennsylvania Income Tax Keystone Opportunity Zone Return
- Prior year resident returns or multiple year returns
- Returns containing more than the allowable amounts of schedules, W-2s, W-2G, or 1099-Rs
- Returns containing forms or schedules not listed under the PA Electronic Return section

**Common Errors to Avoid**

- **Improper entry of taxpayers’ names and addresses on Pennsylvania electronic returns** delays the processing of returns and issuance of refunds. Please carefully review the following edit requirements to ensure that the returns you send to the Department are error-free and processed without delays.

Name Edits	First position cannot be blank. No special characters are allowed except a hyphen (-). No more than one space is allowed between characters (word separation). No numbers are allowed except in suffix.
Address Edits Line 1 and 2	First position cannot be blank. No periods (.) or commas (,) are allowed. No more than one space is allowed between characters (word separation). PO Box Numbers should be listed on Address Line 2.
City Edits	No special characters are allowed except a hyphen (-) or ampersand (&). No numbers are allowed. No periods (.) or commas (,) are allowed.

- **Improper entry of Electronic Funds Withdrawal payment information** causes errors in the processing of payments for taxpayers who choose this option. If a taxpayer elects to pay the tax due with the Electronic Funds Withdrawal method, **it is important to verify the Routing Transit Number, the Depositor Account Number, payment amount and the payment date** for accuracy prior to submission of the electronic return.

**Guidelines for Proper Entry of Military and Out-of-Country Addresses**

Military addresses can have the following abbreviations in the City and State block: **APO** (army/air force post office), **FPO** (fleet post office), **AE** (ZIP codes 090-098 for armed forces in Europe and the Middle East), **AP** (ZIP codes 962-900 for armed forces in the Pacific) and **AA** (ZIP code 340 for armed forces in Central and South America). Listed below are examples of properly entered of military addresses:

PC1 X-1 DIV ADMIN USS NIMITZ CVN 68 FPO AP 96697-2820	“FPO” is entered in the city. “AE” is entered in the state. No periods (.) or commas (,) are allowed.
PFC M SMITH CMR 401 BOX 775 APO AE 09096-6775	“APO” is entered in the city. “AE” is entered in the state. No periods (.) or commas (,) are allowed.
SCOTT E SMITH SETAGAYA KU APT 107 3-23-28 MATSUBARA TOKYO JAPAN 156 0043 OC	Out-of-Country addresses need the “OC” designation in the state block. These are identified as not having a valid United States ZIP code.

## CHAPTER 5 • TRANSMITTING THE PENNSYLVANIA ELECTRONIC RETURN

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A PA electronic return can be transmitted either jointly with the federal return or separately through the Federal/State system. Direct transmitters must comply with all transmitting procedures, communication requirements and technical specifications required by the IRS, as defined in Publication 1345.

Participants in the Federal/State *e-file* program should confirm with their software developers or direct transmitters that their software has been approved by the IRS and the Department of Revenue to process and transmit the state data jointly with the federal data to the Andover Service Center.

### ***Rejected Returns***

The IRS will ensure all data is present. Basic formatting edits will be performed. If the IRS identifies a condition on the return data which will cause a rejection, the IRS will indicate this error with a code on the acknowledgment record and both the federal and state returns will be rejected. If a federal return is rejected, the accompanying PA return will also be rejected. **Note:** In some instances, the PA return will be able to be filed again without an IRS return attached.

Form 8453, U.S. Individual Income Tax Declaration for an IRS *e-file* Return, informs taxpayers that their returns may be rejected due to errors on their PA records and, consequently their federal returns may be delayed. If the error can be corrected by the ERO, both the federal and PA records may be retransmitted to the IRS. If the PA or federal returns cannot be corrected, the filer can, in some instances, retransmit the federal or state data separately.

Rejection of the PA return by the PA Department of Revenue after its retrieval from the IRS will have no effect on the accepted federal return.

### ***Acknowledgment of Pennsylvania Electronic Returns***

The PA acknowledgment system is designed to inform transmitters that the PA return data has been retrieved by the PA Department of Revenue. Upon retrieval of the PA return from the IRS, the PA Department of Revenue will generate acknowledgment records and post the records for retrieval by transmitters through the IRS Electronic Management System (EMS). The PA acknowledgment is separate from the federal acknowledgment and the codes are different from those used by the IRS. For **State-Only** returns, PA will acknowledge these returns with the same codes as used for the Federal/State *e-file* returns. Refer to your software instructions or contact your software representative for information regarding your responsibilities for accessing and retrieving state acknowledgments.

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**Acknowledgment of PA Electronic Return (Continued)**

Pennsylvania will provide the following electronic return acknowledgments: **Rejection** (ACK Code = R); **Duplicate DCN, Primary SSN and/or Secondary SSN** (ACK Code = D); or **Acceptance** (ACK Code = A).

A **Rejection or Duplicate** (ACK Code = R or D) indicates that the entire electronic return has been placed in a rejected status. The Help Desk will work with the transmitter to resolve the problem that caused the rejection. In the event the problem cannot be resolved and the return remains rejected, the taxpayer will be required to file a paper return. A paper return for a state rejected electronic return must be mailed to:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280507  
HARRISBURG PA 17128-0507

An **Acceptance** code (ACK Code = A) indicates a return was accepted by the Department of Revenue and will be forwarded for processing.

Direct transmitters **must** retrieve these acknowledgments and, within 48 hours, relay the information to the appropriate ERO.

**Pennsylvania Acknowledgment Codes**

Ack Code	Error Code	Form	Field No.	Description
A				The electronic return was accepted by the PA Department of Revenue and will be forwarded for processing to the Personal Income Tax master file.
R	001	PA-40	024 030 035 040 048	When a Direct Deposit or Electronic Funds Withdrawal indicator is present, the following fields must be greater than zero: state routing transit number, state deposit account number and type of account.
R	002	PA-40	024 027 305-1	If the Electronic Funds Withdrawal indicator is present, then the Requested Payment Date is required. The Requested Payment Date cannot be earlier than the current date. If the return is transmitted before April 15th, the Requested Payment Date cannot be later than April 15th. On April 15th and after, the Requested Payment Date must equal the current date.
R	003	PA-40	060-1	The Primary Last Name is a required field. A hyphen (-) is the only allowable special character in the Primary Last Name. No more than one space can exist between characters in the Primary Last Name. The Primary Last Name must be left-justified.
R	004	PA-40	060-2	If the Primary Suffix is present, the Primary Last Name must be present. The Primary Suffix must be left-justified and must be valid. Only the following values are valid in the Primary Suffix: JR, SR, I, II, III, IV, V, 1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> and 5 <sup>TH</sup> .
R	005	PA-40	070-1	The Primary First Name is a required field. A hyphen (-) is the only allowable special character permitted in the Primary First Name. The Primary First Name must be left-justified.
R	006	PA-40	065-1 065-2	If the Spouse's Suffix is present, the Spouse's Last Name must be present. The Spouse's Suffix must be left-justified and must be valid. Only the following values are valid in the Spouse's Suffix: JR, SR, I, II, III, IV, V, 1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> and 5 <sup>TH</sup> .

Ack Code	Error Code	Form	Field No.	Description
R	007	PA-40	075 077	Address Line 1 is a required field if a Foreign Street Address is not present. Periods (.) and commas (,) are not permitted in Address Line 1. More than one space cannot exist between characters in Address Line 1.
R	008	PA-40	085 087	The City is a required field if the Foreign City or Province is not present. Only the following characters are permitted in the city: Alpha, Hyphens (-), and Ampersands (&). The City must be left-justified.
R	009	All	All	The software used to submit the state electronic return is not yet approved by the PA Department of Revenue.
R	010	PA-40	310-4	If a School Code is entered, it must be valid or equal "99999".
R	011	PA-40	350 355	If Unreimbursed Business expenses are present, then the Gross PA Taxable Compensation must be greater than zero and a PA Schedule UE is required.
R	012	PA-40	350 355 360	Gross Compensation Minus the Unreimbursed Employee Business Expenses must equal the Net Compensation. If the Unreimbursed Employee Business expenses are greater than the Gross Compensation, then the Net Compensation must equal zero.
R	013	PA-40	360 365 370 375 380 385 390 395 400	The Total PA Taxable Income must equal the sum of the Net Compensation, plus the Interest Income, the Dividend and Capital Gains Distribution Income, the Net Income or Loss from the Operation of a Business, Profession or Farm, the Net Gain or Loss from the Sale, Exchange or Disposition of Property, the Net Income or Loss from Rents, Royalties, Patents and Copyrights, the Estate and Trust Income and the Gambling and Lottery winnings. Only numbers that are greater than zero can be included in the Total PA Taxable Income.
R	014	PA-40	430 435 440 445 450	The Total Estimated Payments & Credits must equal the sum of the Credit from the previous year's PA Tax Return plus the Estimated Payments, the Payment with Extension and the Nonresident Tax Withheld.

Ack Code	Error Code	Form	Field No.	Description
R	015	PA-40	400 460	If the Eligibility Income or the Tax Forgiveness Credit from PA Schedule SP is greater than zero, a PA Schedule SP is required. The Eligibility Income From PA Schedule SP must be equal to or greater than the Total Adjusted PA Taxable Income.
R	016	PA-40	415 470	If a Resident Credit is present, it cannot be greater than the Total PA Tax Liability.
R	017	PA-40	425 450 465 470 475 495	The Total Payments and Credits must equal the sum of the Total PA Tax Withheld plus the Total Estimated Payments & Credits, the Tax Forgiveness Credit, the Resident Credit and the Total Other Credits.
R	018	PA-40	415 495 500 515 520 525	If the Total Payments and Credits equal the Total PA Tax Liability, the following fields cannot be greater than zero: PA Tax Due, Overpayment, Refund Check and Credit to your Estimated Tax Account.
R	019	PA-40	415 495 500	The PA Tax Due must equal the Total PA Tax Liability minus the Total Payments and Credits. If the Total PA Tax Liability is greater than the Total Payments and Credits, then the PA Tax Due must be greater than zero.
R	020	PA-40	500 505 510	If the PA Tax Due is greater than zero, the Total Payment must be greater than zero.
R	022	PA-40	515 520 525 530 535 540 545 550	The sum of the Amount of your Refund Check, Amount of Estimated Tax, Amount to donate to Wild Resource, Amount to donate to Military Relief, Amount to donate to Organ & Tissue, Amount to donate to Juvenile Diabetes and Amount to donate to Cancer Research, must equal the Overpayment.
R	023	All	All	The form byte count must be correct.
R	024	All	All	The form header must be valid.

Ack Code	Error Code	Form	Field No.	Description
R	025	All	All	The length of the field is longer than the maximum allowed.
R	026	All	All	The field type must be valid.
R	027	All	All	A field number cannot be repeated on the same occurrence of the same form.
R	028	All	All	The field numbers must be in the sequence specified.
R	029	All	All	The field number must be valid.
R	030	PA-40	077 087 095	If the Foreign Street Address and the Foreign City or Province is not present, the State Abbreviation must be present.
R	031	PA-40	095 100	If the State Abbreviation is present, the ZIP Code must be present.
R	032	PA-40	024 028 510	If the Electronic Funds Withdrawal indicator is present, the Total Payment must be present and greater than zero.
R	033	PA-40	024 510	If the Electronic Funds Withdrawal indicator is present, the Amount of Refund Check must be blank.
R	034	PA-40	400 405 410	The adjusted PA Taxable Income must equal the Total PA Taxable Income minus the Other Deductions.
R	035	PA-40	365	Interest Income must be greater than or equal to zero.
R	036	PA-40	370	Dividend and Capital Gains Distribution Income be greater than or equal to zero.
R	037	PA-40	390	Estate or Trust Income must be greater than or equal to zero.
R	038	PA-40	395	Gambling and Lottery Winnings must be greater than or equal to zero.
D	039	PA-40	003	A return for the Primary Social Security Number (SSN) has previously been electronically filed.
D	040	PA-40	055	A return for the Secondary SSN has previously been electronically filed.
D	041	PA-40	020	The electronic return has been assigned a Declaration Control Number (DCN) that is already associated with another return.

***ERO Retention of PA-8453s***

If a taxpayer elects **not** to use the federal Self-Select PIN or the Practitioner PIN, or if the PA return is filed without a federal return, the PA Department of Revenue requires EROs and Transmitters to retain completed Forms PA-8453 for three years after the due dates of the returns, or the dates the returns were filed electronically, whichever dates are later. **Please do not mail PA-8453 forms to the PA Department of Revenue.**

In the event that the PA Department of Revenue or the Treasury Department selects an electronic return for examination, the ERO may be required to provide the PA-8453 with all attachments within five business days from the date of the request.

In situations where the ERO moves, the ERO must inform the PA Department of Revenue of the address change for the ERO's office within 14 days of the change. In situations where the ERO ceases operation and has retained the PA-8453 forms for Pennsylvania income tax returns that were filed electronically for taxpayers, the ERO must send all PA-8453 forms within three years of the due dates of the returns or the dates the returns were filed, whichever is later, to the PA Department of Revenue. Please attach a letter of explanation to the PA-8453 forms and mail them to:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
ELECTRONIC FILING SECTION  
PO BOX 280507  
HARRISBURG PA 17128-0507

***Instructions for PA-8453***

**Form PA-8453**, Pennsylvania Individual Income Tax Declaration for Electronic Filing, must be completed and signed by all appropriate parties before the return is transmitted electronically. The Appendix includes a copy of this form and instructions.

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***Instructions for PA-8453 (Continued)***

**Declaration Control Number (DCN)** - The DCN is a unique 14-digit number assigned by the ERO to each taxpayer's electronically filed return.

**Name, Address, and Social Security Number (SSN)** - Print or type the taxpayer's name (last name first) and complete address including ZIP code. In the spaces provided, you must enter the taxpayer's correct SSN and that of the spouse, if applicable.

**The above information must match the information shown on the electronically filed PA-40.**

***Part I - Tax Return Information***

**Line 1** - Enter the Adjusted PA Taxable Income from Line 11, Form PA-40.

**Line 2** - Enter the PA Tax Liability from Line 12, Form PA-40.

**Line 3** - Enter the Total PA Taxes Withheld from Line 13, Form PA-40.

**Line 4** - Enter the Amount to be Refunded (Refund Check) from Line 29, Form PA-40.

**Line 5** - Enter the Total Payment (Tax Due) from Line 27, Form PA-40.

***Part II - Direct Deposit of Refund or Electronic Funds Withdrawal of Tax Due***

**Line 6 - Routing Transit Number (RTN)** - The RTN of the financial institution where the refund will be deposited or where the payment will be withdrawn must be entered. The first two digits of the RTN must fall within the valid range of 01 through 12 or 21 through 32.

**Line 7 - Depositor Account Number (DAN)** - The DAN may contain up to 17 positions. If it contains fewer than 17, enter the number from left to right and leave the unused boxes blank. Include hyphens (-), but omit spaces and other special characters. The DAN may include alphabetic, as well as numeric characters.

**Line 8 - Type of Account** - Enter whether the refund will be deposited into or the payment withdrawn from a savings or checking account.

**Line 9 - Withdrawal Date** - Enter the date that the taxpayer wants the the Electronic Funds Withdrawal to occur. If filed on or prior to April 15, 2008, the debit date can be no later than April 15, 2008. **For returns filed after April 15, 2008, the withdrawal date must be the current date.**

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***Instructions for PA-8453 (Continued)***

**Note:** If the taxpayer wants the refund directly deposited or the payment electronically withdrawn, be sure the corresponding box for Line 10 in Part III is checked.

***Part III - Declaration of Taxpayer***

**After the return has been prepared and before the return is transmitted, the taxpayer (and spouse, if joint) must verify the information on the return is correct by signing and dating the completed Form PA-8453. The ERO must provide the taxpayer with a copy of this form.**

**Line 10** - All filers **must** check one of the boxes.

**Corrections to Form PA-8453** - If the ERO makes changes to the electronic return after the Form PA-8453 has been signed by the taxpayer, but before it is transmitted, the ERO must have the taxpayer complete and sign a corrected PA-8453 if the PA taxable income changes by more than \$25 or if the state refund changes by more than \$5. Nonsubstantive changes are permissible if the person making the corrections initials the changes.

***Part IV – Declaration of Electronic Return Originator and Preparer***

The ERO's signature is required by the PA Department of Revenue.

A preparer must sign the PA-8453 in the space for **Preparers**. If the preparer is also the ERO, do not complete the preparer section, instead check the box labeled "Check if also Paid Preparer".

***Purpose of Form PA-8879***

Form PA-8879 must be completed by the taxpayer and retained by the ERO if:

- The taxpayer authorizes the ERO to enter the taxpayer's PIN as the taxpayer's signature on the electronic tax return.
- The ERO is filing the return using the Practitioner PIN method even if the taxpayer(s) signs the return with his or her own PIN.

The PA Department of Revenue requires EROs and Transmitters to retain completed Forms PA-8879 for three years after the due dates of the returns, or the dates the returns were filed electronically, whichever dates are later. **Please do not mail PA-8879 forms to the PA Department of Revenue.**

In the event that the PA Department of Revenue or the Treasury Department selects an electronic return for examination, the ERO may be required to provide the PA-8879 with all attachments within five business days from the date of the request.

In situations where the ERO moves, the ERO must inform the PA Department of Revenue of the address change for the ERO's office within 14 days of the change. In situations where the ERO ceases operation and had retained the PA-8879 forms for Pennsylvania income tax returns, that were filed electronically for taxpayers, the ERO must send all PA-8879 forms within three years of the due dates of the returns or the dates the returns were filed, whichever is later, to the PA Department of Revenue. Please attach a letter of explanation to the PA-8879 forms and mail them to:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280507  
HARRISBURG PA 17128-0507

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### ***Instructions for PA-8879***

**Form PA-8879**, Pennsylvania *e-file* Signature Authorization, must be completed and signed by all appropriate parties before the return is transmitted electronically. The Appendix includes a copy of this form.

**Declaration Control Number (DCN)** - The DCN is a unique 14-digit number assigned by the ERO to each taxpayer's electronically filed return.

**Name, Address and Social Security Number (SSN)** - Print or type the taxpayer's name (last name first) and complete the address including ZIP code. In the spaces provided, you must enter the taxpayer's correct SSN and that of the spouse, if applicable.

The above information must match the information shown on the electronically filed PA-40.

#### ***Part I - Tax Return Information***

**Line 1** - Enter the Adjusted PA Taxable Income from Line 11, Form PA-40.

**Line 2** - Enter the PA Tax Liability from Line 12, Form PA-40.

**Line 3** - Enter the Total PA Taxes Withheld from Line 13, Form PA-40.

**Line 4** - Enter the Amount to be refunded from Line 29, Form PA-40.

**Line 5** - Enter the Total Payment (Tax Due) from Line 27, Form PA-40.

#### ***Part II - Declaration and Authorization of Taxpayer***

**After the return has been prepared and before the return is transmitted, the taxpayer (and spouse, if joint) must verify the information on the return is correct by signing and dating the completed Form PA-8879. The ERO must provide the taxpayer with a copy of this form.**

Check only one box for the taxpayer and spouse. If the taxpayer is authorizing the ERO to enter his or her PIN, enter the ERO firm name on the authorization line.

#### ***Part III - Certification and Authentication***

This section is only required if you are filing a return using the Practitioner PIN method. The ERO must enter his or her six-digit EFIN and five-digit practitioner PIN in the space provided. The ERO's signature is required by the PA Department of Revenue.

## CHAPTER 8 • REFUND OPTIONS AND DIRECT DEPOSIT

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### ***Refund Options***

Taxpayers may elect to have 2007 refunds paid in one of the following ways:

1. Remitted as a paper check.
2. Deposited into a financial institution account.

Taxpayers also have the option of distributing overpayments as follows:

1. Credit to the 2008 estimated tax account.
2. Donation to the Wild Resource Conservation Fund.
3. Donation to the Military Family Relief Assistance Program.
4. Donation to the Governor Robert P. Casey Memorial Organ and Tissue Donation Awareness Trust Fund.
5. Donation to the Juvenile (Type 1) Diabetes Cure Research Fund.
6. Donation to the Breast and Cervical Cancer Research Fund.

### ***Direct Deposit***

The direct deposit option is available only for electronically filed refund returns for Tax Year 2007. Refunds by direct deposit are electronically transferred to the financial institution account indicated in the PA return record.

**NOTE:** The financial institution accounts into which the PA refund and the IRS refund are deposited **may** be different. Therefore, the state and federal Routing Transit Numbers (RTN) and Deposit Account Numbers (DAN) may be different.

### ***Requirements for Direct Deposit***

The PA Department of Revenue will make state refunds by direct deposit to a taxpayer's financial institution if the following requirements have been met:

1. Taxpayers electronically filed their returns.
2. Taxpayers provided acceptable proof of an established or existing account.

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**Requirements for Direct Deposit (Continued)**

IRS *Publication 1345* sets forth detailed eligibility requirements, responsibilities and instructions governing tax preparers, transmitters and EROs who offer taxpayers the option of direct deposit. Those same rules, policies and procedures apply when offering direct deposit on the state return.

**Preparing Taxpayers for Pennsylvania Direct Deposit**

Before authorizing a direct deposit, taxpayers should confirm with their financial institutions that the institutions can accept direct deposit transactions.

Preparers and EROs must stress to taxpayers the importance of supplying correct information because the direct deposit election, the RTN and the DAN may not be changed once a return has been acknowledged by the PA Department of Revenue.

Taxpayers usually receive refunds by direct deposit within three to four weeks of filing their returns.

If any of the following conditions exist, a paper check will be issued:

1. Invalid RTN or DAN.
2. Rejection by the receiving depository financial institution.  
**Note:** Some financial institutions do not permit deposit of a joint refund into an individual account. The PA Department of Revenue is not responsible when a financial institution refuses a direct deposit.

The PA acknowledgment only indicates the acceptance of the return at the PA Department of Revenue. It does **not** indicate proof that a refund check will be issued or that a direct deposit will be honored.

## CHAPTER 9 • OPTIONS FOR PAYMENT OF BALANCE DUE

The taxpayer is responsible for submitting payment due to the PA Department of Revenue by April 15, 2008. Taxpayers may elect to pay in one of the following ways:

1. Authorizing a withdrawal from a checking or savings account through electronic funds withdrawal.
2. Mailing a check or money order with the Department's preprinted Payment Voucher, PA-V, provided in the 2007 PA Individual Income Tax booklet or a voucher letter.
3. Authorizing a credit card payment through Official Payments Corp. American Express, MasterCard, Discover/NOVUS and Visa are accepted.

EROs must inform taxpayers that payment of taxes due must be made no later than April 15, 2008. If the taxpayer does not make full payment of income taxes due on or before April 15, an assessment will be sent requesting payment. The assessment will indicate the tax due, as well as interest and penalty for late payment of taxes due.

### *Electronic Funds Withdrawal*

Electronic funds withdrawal is available for balance due returns for Tax Year 2007. Payments by electronic funds withdrawal are automatically and electronically transferred from the financial institution account indicated in the PA return record.

**NOTE:** The financial institution accounts from which the PA payment and the IRS payment are withdrawn may be different. Therefore, the state and federal RTNs and DANs may be different.

**Electronic Funds Withdrawal** - Taxpayers who choose this option must provide EROs with account numbers and routing numbers for the qualified savings, checking or share draft accounts. This information is best obtained from official financial records, account cards, checks or shared drafts that contain the taxpayer's name and address. EROs should caution taxpayers to determine, before they file, that their financial institutions support electronic funds withdrawal requests.

Taxpayers must specify the bank accounts from which they wish to have the balances paid and the dates on which the debits will be made. This allows taxpayers to pay the balances as soon as the returns are processed or delay it to future dates, not later than the return due dates. For example, the ERO may transmit the return in March, and the taxpayer can specify that the debit be made on any specific day on or before April 15. The taxpayer does not have to do anything at a later date. For returns transmitted after April 15, the debit will be processed on the day the electronic return is processed.

EROs that collect already completed returns, including returns from Drop-off Collection Points and from taxpayers who elect to pay balances due by electronic funds withdrawals, should be careful to ensure that all the information needed for electronic funds withdrawal requests is included in the returns. Taxpayers must provide all of the following: routing number; account number; type of account (checking or savings); date of withdrawal; and amount to be withdrawn. In addition, EROs must provide those taxpayers with printouts of the electronic return data.

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If taxpayers do not provide all of the needed information, EROs must contact the taxpayers. If the ERO is unsuccessful in obtaining the electronic funds withdrawal information, but the returns are otherwise complete, the ERO should proceed with the transmission of the electronic return data to the IRS. The ERO must notify the taxpayer(s), in writing, that other arrangements must be made to pay the balance due.

### **Revoking the Electronic Funds Withdrawal Authorization**

**Taxpayers can revoke the electronic funds withdrawal authorization by notifying the PA Department of Revenue in writing no later than two business days prior to the debit date.** Written requests to revoke the electronic funds withdrawal must include the taxpayer's name, address, SSN, RTN, DAN and payment amount. Written requests can be faxed to (717) 772-9310 or e-mailed to [ra-achrevok@state.pa.us](mailto:ra-achrevok@state.pa.us).

### **Requirement for Electronic Funds Withdrawal**

The Department of Revenue will allow payment of PA tax due from a taxpayer's financial institution if the taxpayer provides acceptable proof of an established or existing account.

IRS *Publication 1345* sets forth detailed eligibility requirements, responsibilities and instructions governing tax preparers, transmitters and EROs that offer taxpayers the option of electronic funds withdrawal. Those same rules, policies, and procedures apply when offering an electronic payment on the state return.

### **Preparing Taxpayers for Pennsylvania Electronic Funds Withdrawal**

Before authorizing an electronic funds withdrawal, taxpayers should confirm with their financial institutions that the institutions can accept electronic funds withdrawals.

Preparers and EROs must stress to taxpayers the importance of supplying correct information because the electronic payment election, the RTN and the DAN may not be changed once a return has been acknowledged by the PA Department of Revenue.

If any of the following conditions exist, a paper check or money order will need to be issued by the taxpayer for payment of PA taxes:

1. Invalid RTN or DAN;
2. Invalid EFW Payment Date selected; or
3. Rejection by the taxpayer's financial institution.

**Note:** The PA Department of Revenue is not responsible when a financial institution refuses to honor an electronic payment.

The PA acknowledgment only indicates the acceptance of the return at the PA Department of Revenue. It does **not** indicate proof that an electronic payment will be honored by the taxpayer's bank.

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### **Checks or Money Orders**

A PA Individual Income Tax Payment Voucher, PA-V, is included in the taxpayer's 2007 PA Individual Income Tax Forms and Instructions booklet or the taxpayer's Payment Voucher letter. The payment voucher must be mailed with the taxpayer's check made payable to the PA Department of Revenue to:

PA DEPARTMENT OF REVENUE  
PAYMENT ENCLOSED  
1 REVENUE PLACE  
HARRISBURG PA 17129-0001

**Note:** If your tax preparation software prints a PA-V facsimile approved by the Department of Revenue, that PA-V may be used when no preprinted PA-V is available. Mail the PA-V and check to the above address.

In the event the taxpayer does not have a preprinted voucher and your software is unable to produce a Department-approved facsimile, make the check or money order payable to PA Department of Revenue. Write (1) the last four digits of the taxpayer's SSN, (2) "2007 PA-V" and (3) the taxpayer's daytime telephone number on the check or money order. If filing a joint return, enter the last four digits of the SSN shown first on the return. The Department will need the last four digits of the SSN to accurately apply the payment.

### **Credit Card Payments**

Taxpayers can pay their 2007 Personal Income Tax payment by credit card over the phone or through the Internet. A 2.49 percent fee is charged by the service provider. The taxpayer will be notified of this fee before payment is made. Payments under \$40 will be charged a flat fee of \$1. American Express, MasterCard, Discover/NOVUS and Visa are accepted. To access this service, contact Official Payments at 1-800-272-9829, or visit **www.officialpayments.com**. You can also access a link to Official Payments by visiting the Department of Revenue's e-Services Center site at **www.revenue.state.pa.us**.

In addition to charging the balance due on a credit card, taxpayers can charge estimated tax payments, extension payments and delinquent tax payments.

## CHAPTER 10 • RESPONSIBILITIES OF ELECTRONIC FILERS/ TRANSMITTERS/ELECTRONIC RETURN ORIGINATORS

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### Compliance

EROs and transmitters must comply with the requirements and specifications set forth in the IRS Publication 1345 (Handbook), 1346 (File Specifications), 1436 (Test Package), 1545 (Logo Guidelines), and the Pennsylvania PA-1345 (Handbook) and PA-1346 (File Specifications).

EROs must furnish taxpayers with documentation of all completed PA forms and schedules filed by taxpayers, including Form PA-8453. These documents must be supplied at the time each taxpayer signs Form PA-8453.

EROs must retain the following material for three years after the due dates of the return, or the dates the returns were filed electronically, whichever dates are later:

- A signed Form PA-8453 (only when applicable).
- A signed Form PA-8879 (only when applicable).
- PA copies of Form(s) W-2, W-2G and **1099-R**.
- Copy of Military Orders, scholarship, stipend, or grant documentation, City of Philadelphia Injured on Duty (I.O.D.) documentation (only when applicable).
- Federal Extension Form 4868 (only for returns with extensions of time to file).
- Complete copy of the electronic portion of the return (may be retained on magnetic media).

### Timeliness of Filing

Transmitters must ensure that electronic returns are filed in a timely manner. The electronic return will be considered electronically filed as of the date the return is accepted by the IRS *e-file* system. The deadline for timely filing is April 15, 2008.

Further, transmitters should confirm acknowledgment of the return by the PA Department of Revenue before considering the state portion received and accepted.

### Deadline For Filing

The PA Department of Revenue will accept electronically filed PA returns submitted for transmission to the IRS Andover Service Center from January 11, 2008, through October 15, 2008, whether or not the taxpayers have extensions of time to file. Any PA returns submitted after October 15, 2008, cannot process in our electronic filing system and must be filed as paper documents.

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***Amending the Return Electronically***

EROs and taxpayers that need to make changes after a return has been accepted can file an electronic **AMENDED** PA Personal Income Tax return for the current year (Tax Year 2007) through the IRS's **State-Only** filing system. To verify that your software program will be supporting State-Only filing, please check with your software developer.

In the event that your software program does not support **State-Only** filing and the taxpayer must file an **amended paper return**, taxpayers must follow the directions for filing amended returns as described in the PA-40 instruction booklet. Mail amended paper returns to the following address:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280502  
HARRISBURG PA 17128-0502

***Acknowledgment of Pennsylvania Returns***

Transmitters are encouraged to regularly inquire about the status of returns transmitted. Transmitters must notify EROs of each return's acceptance within two working days of obtaining the acknowledgment.

**Note: If transmitters do not receive acknowledgment, indicating that the PA return was received within three days of the IRS acceptance acknowledgment, they should call the Department's Help Desk at (717) 787-4017.**

***Telephone Numbers and Addresses***

**Electronic Filer Inquiries**

The PA Department of Revenue Electronic Filing Section has established telephone lines for exclusive use by EROs, transmitters, and software developers participating in the PA Electronic Filing Program. The operating hours are Monday through Friday, 7:30 a.m. to 5:00 p.m., except holidays.

**IMPORTANT:**

**This number should not be provided to taxpayers.**

Help Desk .....(717) 787-4017

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Address correspondence for the Electronic Filing Program to:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280507  
HARRISBURG PA 17128-0507  
FAX: (717) 772-4193 OR (717) 787-2840

### **Forms Ordering**

You may order PA tax forms and publications by e-mailing [ra-forms@state.pa.us](mailto:ra-forms@state.pa.us) or calling our toll-free 24-hour automated FACT & Information Line, 1-888-PATAXES (1-888-728-2937). Services for taxpayers with special hearing and/or speaking needs: 1-800-447-3020 (TT only). Address written requests to: PA Department of Revenue, Bureau of Administrative Services, Tax Forms Service Unit, 711 Gibson Blvd., Harrisburg, PA 17104-3200. All material will be mailed directly to you. Forms are also available from the PA Department of Revenue's Web site at [www.revenue.state.pa.us](http://www.revenue.state.pa.us)

For PA Department of Revenue Electronic Filing Publications, you may also call the Help Desk at (717) 787-4017.

### **PA Tax Update e-Newsletter**

Stay up-to-date on what is happening at the PA Department of Revenue with the PA Tax Update, the Department's bi-monthly e-newsletter for tax professionals.

#### **Step-by-Step Instructions to Register For the PA Tax Update:**

1. Go to the Department's Web site at [www.revenue.state.pa.us](http://www.revenue.state.pa.us).
2. Click on the **Subscribe Now** link under e-Alerts (lower left side of the home page).
3. Fill out the registration information (create a User ID and Password).
4. Click **Submit**.
5. Select **PA Tax Update** plus any other e-alerts to which you would like to subscribe.
6. Click **Subscribe**. You will receive an e-mail notification when the PA Tax Update is posted to the Web site.

If you have previously registered on the Department's Web site and have a User ID and Password (not e-Signature) but are not receiving the PA Tax Update electronically; login, select **Subscribe Now** and select the **PA Tax Update** as an e-alert.

## **CHAPTER 11 • PROCESSING DELAYS**

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The PA Department of Revenue will make every effort to process refunds for electronic returns within four to five weeks of receipt of the electronic returns. However, delays may occur. Taxpayers may confirm acknowledgment of their PA state returns with their EROs. Taxpayers should be advised to wait at least 30 days from the date of acknowledgment before calling the Department of Revenue to inquire about the status of refunds.

To check on the status of refunds, taxpayers may visit the Department's e-Services Center at [www.revenue.state.pa.us](http://www.revenue.state.pa.us) or call our toll-free 24-hour automated FACT & Information Line, 1-888-PATAXES (1-888-728-2937).

In the event the Fact & Information Line is unable to provide information on returns, taxpayers may also call our Taxpayer Service and Information Center at (717) 787-8201. Additionally, each taxpayer should inform the Department that the return was filed electronically, be prepared to provide a SSN and offer the PA state acknowledgment date of their electronically filed return.

Form PA-8453

PENNSYLVANIA INDIVIDUAL INCOME TAX DECLARATION FOR ELECTRONIC FILING

2007

For the year January 1 - December 31, 2007

Print or Type

Form fields for Social Security Numbers, Last Name, First Name, Home Address, City, State, and Zip Code.

The above information must be an exact duplicate of that on the electronic return.

Check Proper Filing Status: S Single, M Married, Filing Separate; J Married, Filing Joint; D Deceased, F Final Return. Includes Daytime Telephone Number field.

Part I Tax Return Information (Whole dollars only)

- 1. Adjusted PA Taxable Income (Form PA-40, line 11)
2. PA Tax Liability (Form PA-40, line 12)
3. Total PA Tax Withheld (Form PA-40, line 13)
4. Amount to be Refunded (Form PA-40, line 29)
5. Total Payment (Tax Due) (Form PA-40, line 27)

Part II Direct Deposit of Refund or Electronic Funds Withdrawal of Tax Due (Optional - See instructions.)

Form fields for Direct Deposit: 6. Routing transit number (RTN), 7. Depositor account number (DAN), 8. Type of account: Checking, Savings; 9. Debit Date.

Part III Declaration of Taxpayer (Sign only after Part I is Complete)

- 10. a. I consent that my refund be directly deposited as designated in Part II...
b. I do not want direct deposit of my refund or am not receiving a refund.
c. I authorize (1) the Pennsylvania Department of Revenue and its designated Financial Agents to initiate an Electronic Funds withdrawal entry...

If I have filed a balance due return, I understand that if the PA Department of Revenue does not receive full and timely payment of my tax liability, I will remain liable for the tax liability and all applicable interest and penalties.

I declare that under penalties of perjury, I have compared the information on my return with the information I have provided to my electronic return originator and the amounts agree with the amounts on my 2007 PA Tax Return (Form PA-40).

Sign Here: Your signature, Date, Spouse's signature. If a joint return, BOTH must sign. Date

Part IV Declaration of Electronic Return Originator (ERO) and Paid Preparer (See Instructions.)

I declare that I have received the above taxpayer's return and that the entries on this form are complete and correct to the best of my knowledge. I have obtained the taxpayer's signature on this form before submitting this return to the PA Department of Revenue.

Form fields for ERO's Use Only and Paid Preparer's Use Only, including signature, date, and EIN/SSN or PTIN.

ELECTRONIC RETURN ORIGINATORS (EROs) AND TAXPAYERS FILING FROM HOME PCs

KEEP THIS FORM (and the required attachments) FOR THREE YEARS.

Please DO NOT mail this form.

PENNSYLVANIA

# INSTRUCTIONS FOR PA-8453

## Filing of Form PA-8453

If a taxpayer elects **not** to use the Federal Self-Select PIN, or the return is filed without a Federal return, the PA Department of Revenue requires **Electronic Return Originators (EROs) and transmitters to retain completed Forms PA-8453 and supporting documents for three (3) years after the due date of the return, or the date the return was filed electronically, whichever date is later.** EROs and transmitters must make the documents available to the PA Department of Revenue upon request. **Do not mail Form PA-8453 and attachments to the PA Department of Revenue unless requested.**

NOTE: If the ERO or transmitter closes their business, they must mail all of the forms to the following address with a letter of explanation.

PA Department of Revenue  
Bureau of Individual Taxes  
Electronic Filing Section  
PO Box 280507  
Harrisburg, PA 17128-0507

**Taxpayers filing electronically from home computers must keep the signed Form PA-8453 and supporting documents for three (3) years after the due date of the return, or the date the return was filed electronically, whichever date is later.** Taxpayers must make the documents available to the PA Department of Revenue upon request. **Do not mail Form PA-8453 and attachments to the PA Department of Revenue unless requested.**

## Line Instructions – Form PA-8453

**Declaration Control Number (DCN)** - The DCN is a 14-digit number assigned by the Electronic Return Originator (ERO) to each taxpayer's return. For the PA Tax Return it will be the same number as on the federal return.

**Name, Address, and Social Security Number** - Print or type the taxpayer's name (last name first) and complete address including zip code. In the spaces provided, you must enter the taxpayer's correct Social Security Number and that of the spouse, if applicable. If a husband and wife use different last names, please separate the names as in the following example: Paul A. Smith and Joan A. Weston would be Smith, Paul A. and Joan A. Weston.

**The address must match the address shown on the electronically filed PA-40.**

## Part I - Tax Return Information

**Line 1** - Enter the Adjusted PA Taxable Income from line 11, Form PA-40.

**Line 2** - Enter the PA Tax Liability from line 12, Form PA-40.

**Line 3** - Enter the Total PA Tax Withheld from line 13, Form PA-40.

**Line 4** - Enter the Amount to be Refunded from line 29, Form PA-40.

**Line 5** - Enter the Total Payment (Tax Due), from line 27, Form PA-40.

Taxpayers are responsible for submitting the payment due to the PA Department of Revenue by April 15, 2008. Taxpayers must use the preprinted PA Individual Income Tax Payment Voucher, PA-V.

In the event the taxpayer does not have a preprinted voucher, the check or Money Order should be made payable to the PA Dept. of Revenue. The last four digits of the taxpayer's SSN, "2007 PA Tax" and daytime telephone number should be written on the payment.

PA Dept. of Revenue  
Payment Enclosed  
1 Revenue Place  
Harrisburg, PA 17129-0001

## Part II - Direct Deposit of Refund or Electronic Funds Withdrawal

Taxpayers can elect to have their refund directly deposited or elect the electronic funds withdrawal method of payment by completing Part II.

**Line 6** - The routing transit number (RTN) must contain nine digits. If the RTN does not begin with 01 through 12, or 21 through 32, the direct deposit or electronic funds withdrawal request will be rejected.

**Line 7** - The depositor account number (DAN) can contain up to 17 alphanumeric characters. Include hyphens, but omit spaces and special symbols. If fewer than 17 characters, enter the number from left to right and leave the unused boxes blank.

**Line 8** - Check the appropriate box.

**Line 9** - Debit Date - Enter the date that the taxpayer wants the payment electronically withdrawn, but no later than April 15, 2008, if filed on or before April 15, 2008.

Caution: The account cannot include the name of any other person unless the taxpayer's filing status on the return is married filing joint or married filing separately, and the taxpayer's spouse is the other name listed on the account.

Some financial institutions do not permit the deposit of a joint refund in an individual account. The PA Department of Revenue is not responsible when a financial institution refuses a direct deposit for this reason.

To be eligible for direct deposit or electronic funds withdrawal, taxpayers must provide proof of account ownership to their ERO. An acceptable proof of account ownership is a check, form,

report, or other statement generated by the financial institution that has the taxpayer's name, RTN of the financial institution, and the DAN preprinted on it.

For accounts that are payable through a financial institution other than the one at which the account is located, the taxpayer must provide a document, such as an account statement or account identification card, showing the RTN of the bank or institution where the account is located. A deposit slip should not be used to verify the RTN and DAN because it can contain internal routing numbers that are not part of the RTN.

If there is any doubt about the correct RTN, the taxpayer should contact the financial institution and ask for the correct RTN for direct deposit or electronic funds withdrawal.

Note: Some financial institutions may not accept direct deposits into accounts that are payable through another bank or financial institution, including credit unions.

## Part III - Declaration of Taxpayer

**Line 10** - All filers **must** check one of the boxes.

**Note:** Taxpayers can revoke the electronic funds withdrawal authorization by notifying the PA Department of Revenue in writing no later than two business days prior to the debit date. Written requests to revoke the electronic funds withdrawal must include the taxpayer's name, address, social security number, routing transit number (RTN), depositor account number (DAN) and payment amount. Written requests can be faxed to (717) 772-9310 or e-mailed to [ra-achrevok@state.pa.us](mailto:ra-achrevok@state.pa.us).

**After the return has been prepared and before the return is transmitted, the taxpayer (and spouse, if joint) must verify the information on the return and sign and date the completed Form PA-8453. The ERO must provide the taxpayer with a copy of this form.**

If the ERO makes changes to the electronic return after the Form PA-8453 has been signed by the taxpayer, but before it is transmitted, the ERO must have the taxpayer complete and sign a corrected Form PA-8453.

## Part IV - Declaration of Electronic Return Originator (ERO) and Preparer

**The PA Department of Revenue requires the ERO to sign this form and keep it along with the required attachments for three years.**

**A preparer must sign the Form PA-8453 in the space for Preparer.** If the Preparer is also the ERO, do not complete the Preparer Section; instead check the box labeled "Check if also paid preparer."

Declaration Control Number (DCN)

Taxpayer's Name	Social Security Number
Spouse's Name	Spouse's Social Security Number

**PART I Tax Return Information – Tax Year Ending December 31, 2007 (Whole dollars only)**

- 1. Adjusted PA Taxable Income (Form PA-40, Line 11) ..... 1. \_\_\_\_\_
- 2. PA Tax Liability (Form PA-40, Line 12) ..... 2. \_\_\_\_\_
- 3. Total PA Tax Withheld (Form PA-40, Line 13) ..... 3. \_\_\_\_\_
- 4. Refund (Form PA-40, Line 29) ..... 4. \_\_\_\_\_
- 5. Total Payment (Tax Due) (Form PA-40, Line 27) ..... 5. \_\_\_\_\_

**PART II Declaration and Signature Authorization of Taxpayer**

Under penalties of perjury, I declare that I have examined a copy of my electronic individual income tax return and accompanying schedules and statements of my 2007 PA Tax Return (Form PA-40), and to the best of my knowledge and belief, it is true, correct and complete. I further declare that the amounts in Part I above are the amounts shown on the copy of my electronic income tax return. If applicable, I authorize (1) the PA Department of Revenue and its designated Financial Agents to initiate an Electronic Funds withdrawal (Direct Debit) entry to my financial institution account designated in the electronic portion of my 2007 Pennsylvania Personal Income Tax Return for my Pennsylvania taxes owed, and (2) my financial institution to debit the entry to my account. I also authorize the financial institutions involved in the processing of my electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to my payment. I have selected a personal identification number (PIN) as my signature for my electronic income tax return and, if applicable, my Electronic Funds Withdrawal Consent.

**Taxpayer's PIN: (check one box only)**

- I authorize \_\_\_\_\_ to enter my PIN \_\_\_\_\_ as my signature on my tax year 2007 electronically filed income tax return.
- I will enter my PIN as my signature on my tax year 2007 electronically filed income tax return.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

**Spouse's PIN: (check one box only)**

- I authorize \_\_\_\_\_ to enter my PIN \_\_\_\_\_ as my signature on my tax year 2007 electronically filed income tax return.
- I will enter my PIN as my signature on my tax year 2007 electronically filed income tax return.

Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_

**Practitioner PIN Program Participants Only – Continue Below**

**PART III Certification and Authentication – Practitioner PIN Program**

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN \_\_\_\_\_ / \_\_\_\_\_

As a participant in the Practitioner PIN Program, I certify that the above numeric entry is my PIN, which is my signature on the tax year 2007 electronically filed income tax return for the taxpayer(s) indicated above. I confirm that I am participating in the Practitioner PIN Program in accordance with the requirements established for this program.

ERO's signature \_\_\_\_\_ Date \_\_\_\_\_

**ERO Must Retain This Form and the Supporting Documents for three (3) years.**

**DO NOT SUBMIT THIS FORM TO PENNSYLVANIA**



