

WHAT WILL I NEED TO FILE?

The following documents may not apply to everyone:

- Compensation and Net Profits/Loss Documentation (includes W-2s, 1099s, and Schedules for income)
- Unreimbursed Employee Business Expenses (PA UE form)
- If you moved during the tax year, you will need to provide the addresses and move dates of where you resided
- Amount of Philadelphia Tax Credit
- Schedule G if claiming out-of-state tax credit
- Proof of non-residency status
- Have your method of payment available if you owe a tax balance

* The tax office reserves the right to request additional information, including, but not limited to, documentation related to your income, net profits, business expenses, or residency status.

What about confidentiality?

The tax office has consulted with security and industry professionals to ensure that steps have been taken to safely guard your personal information and to retain it in a format that protects it from outside sources. eFiling© is also protected by Secure Socket Layer (SSL) encryption, the industry standard for online banking and trading.

Access eFiling© at:

<https://www.statecollegepa.info/eFilingEntry/leitintroduction.aspx>

For Your Records

Username:

Password:



Location:

State College Borough Municipal Building
243 South Allen Street
State College, PA 16801

Mailing Address:

PO Box 437
State College, PA 16804-0437

Phone:

(814) 278-4709

Hours of Operation:

Monday - Friday
8am - 5pm

*Call for extended evening hours during the tax season in April.

Email:

centretaxagency@statecollegepa.us

Website:

www.statecollegepa.us

eFiling© Made Easy

The value of eFiling© is clear. Signing up is easy, and FREE! For over nine years, the Centre Tax Agency has developed and improved the way you file your individual taxes online. The simple and easy to follow steps make it convenient for anyone, anywhere, anytime to file. The Centre Tax Agency offers both a registered



login, for our more frequent users, as well as a non-registered login for our less frequent users. If you create a registered user login, your next year's return will populate, saving you time. An added bonus for registered users is that you do not need to complete your return in one session, you can start and finish at your own pace.

Many questions come to mind when talking about taxes online. How safe is it? Is it complicated? Is this going to work? Our dedicated and knowledgeable staff are available to assist you as needed.



CENTRE TAX AGENCY

In January 2012, Centre Tax Agency began serving as the Earned Income and Net Profits Tax collector for the Centre County Tax Collection District. The Centre County Tax Collection District includes all residents and non-residents of the Bald Eagle Area, Bellefonte Area, Penns Valley Area, and State College Area School Districts along with their member municipalities. Pre-printed tax returns are mailed annually to all taxpayers who are registered with our office. Taxpayers remain on the tax rolls until they notify the office that they have moved or no longer have earned income and/or net profits.

eFiling© AT A GLANCE

eFiling© is the process of submitting individual Earned Income and Net Profits tax returns online. There is NO fee for using eFiling©. eFiling© has many benefits that include the ability to file a tax return from the comfort of home, the ability to file a tax return at any time (day or night), and the ability to file a combined tax return for a taxpayer and spouse. Taxpayers who file the tax return electronically should expect a quicker response time for processing the tax return (if applicable).

WHO NEEDS TO FILE?

Any Resident of the Centre County Tax Collection District who has compensation (form W2, 1099, or Schedule income/loss—self employed) is required to file a tax return. The return is required whether a refund is due, a tax balance is due, or if no payment/refund is due. Any Non-Resident (legal domicile is in another state/country or Pennsylvania Municipality that does not levy a resident income tax) is required to file a tax return if the worksite location is within the Centre County Tax Collection District and the employer did not withhold the correct non-resident tax.

HOW DO I FILE?

On the eFiling© page of our website (www.statecollegepa.us), we give you step by step instructions for the filing process. The program will ask you to enter the necessary information needed to calculate your local tax return.

The basic steps include the following:

- Complete Taxpayer Interview (identifies taxpayer and spouse)
- Complete Residency Interview
- Enter income and adjustments
- Upload required documentation
- Review tax return summary
- Electronically sign the tax return
- Print and/or save the tax return

WHAT ARE MY FILING OPTIONS?

Un-registered eFiling© users have the following options:

- File the tax return
- Schedule payment of tax due via ACH debit, credit card (3rd party processor fee applies), or mail in payment with voucher
- Schedule refund as direct deposit or paper check
- Receive proof of filing when tax return is submitted

Registered eFiling© users have the following options (in addition to the options above):

- Personal data retention (prefills information based on prior year submission)
- File quarterly estimated Earned Income and Net Profits Tax payments (self employment or employer not withholding correctly)

WHAT FORM SHOULD I CHOOSE (SHORT, LONG, OR NON-RESIDENT)?

To use the Short Form, the following criteria must be met:

- Resident of the Centre County Tax Collection District for the entire tax year and did not move
- Reporting W2 compensation only

The Long Form can be used if ANY of the following criteria apply (in addition to criteria above):

- Resident of the Centre County Tax Collection District and moved during the tax year.
- Reporting Schedule Income (Schedule C, F or E)
- Reporting 1099 Income that was not reported on a Schedule (C, F, or E)
- Applying quarterly estimated Earned Income and Net Profits Tax payments
- Claiming Unreimbursed Employee Business Expenses (PA UE Form)
- Claiming an Out-of-State credit
- Claiming a Philadelphia withholding credit

A Non-Resident form should be used if you are filing as a non-resident (legal domicile is in another state/country or Pennsylvania Municipality that does not levy a resident income tax) and your worksite is within the Centre County Tax Collection District.

DO I NEED A PIN?

Prior to the 2019 tax year, eFiling© required taxpayers to have a unique PIN (personal identification number) along with their social security number to log into the module. Centre Tax Agency no longer requires users to have a PIN in order to access the eFiling© website. Please enter your social security number carefully and verify that it is correct prior to beginning your tax return.