



## YORK ADAMS TAX BUREAU www.yatb.com

**York County Office:**  
York Adams Tax Bureau  
1405 North Duke Street  
PO Box 15627  
York, PA 17405  
Phone: 717-845-1584

**Adams County Office:**  
York Adams Tax Bureau  
240 West Street  
PO Box 4374  
Gettysburg, PA 17325  
Phone: 717-334-4000

## INFORMATION AND INSTRUCTIONS FOR FILING INDIVIDUAL QUARTERLY ESTIMATED EARNED INCOME TAXES

**File and pay your Quarterly Estimated Earned Income Tax online at**

**<https://individual.palite.org/payments/login.aspx>**

**A secure electronic method to remit your local tax. When filing online, no paper filing required.**

### **Who has to make estimated tax payments?**

Any individual who expects to receive more than \$12,000 of net profits, or who has more than \$12,000 of taxable compensation not subject to withholding or under withheld by an employer, must estimate and pay the income tax quarterly. Required by PA Act 32 of 2008.

### **When are the estimated tax payments due?**

Tax due dates for individuals are April 30, July 30, Oct. 30 and Jan. 30, or the first following business day if any deadline falls on a weekend or holiday.

### **How do I estimate what I will owe?**

Estimate the net profits or taxable compensation not subject to withholding by an employer that you expect to earn, receive and/or realize for the entire year. Allow for increases you know will occur, such as raises, bonuses, or other additional compensation. If the total estimated amount is greater than \$12,000, multiply your estimated compensation by your resident/non-resident tax rate, then divide the result by four. This amount is your estimated quarterly payment.

### **Round figures to the nearest whole dollar.**

### **How do I file estimated payments?**

You may file estimated payments by mail, using the Quarterly Estimated Tax Vouchers to ensure your payments are properly credited to your account. Or you may file and pay online using the Bureau's online filing system, <https://individual.palite.org/payments/login.aspx>.

### **My income consists of Social Security, a pension and some interest income. Must I file and pay estimated tax?**

NO – Social Security and interest income are not taxable for local income tax purposes.

### **I went into business in April. Am I still required to make four estimated payments?**

No. If you determine you must make estimated payments after March 31 of a taxable year, calculate your tax and divide by the remaining due dates. In this example, there are three – July 30, Oct. 30 and Jan. 30. Divide your estimated tax by three and pay by the due dates.

### **One of my estimated payments was not credited to my account. What should I do?**

Mail a clear photocopy of both sides of your canceled check to the Tax Bureau along with your Social Security number and an explanation. Send your information to one of our offices above.

### **My estimated payment intended for the PA Department of Revenue was sent to the York Adams Tax Bureau (YATB) in error. What should I do?**

Make a new payment to the department and request a refund from the York Adams Tax Bureau.

### **My estimated payment intended for the York Adams Tax Bureau was sent to the PA Department of Revenue in error. What should I do?**

Submit a signed request for a refund to the nearest Revenue district office, or mail your request to:

PA Department of Revenue Bureau of Individual Taxes  
PO Box 280510  
Harrisburg, PA 17128-0510

You must include a photocopy of both sides of your canceled check, along with your Social Security number. You may request a full refund or request only the difference between the

PA and YATB estimated payment be refunded. You may alternately claim the amount when filing your PA tax return.

### **Is there a safe harbor amount for estimated payments?**

Yes. The safe harbor amount is \$12,000. The safe harbor is the maximum amount of compensation or net profit, not subject to withholding that would not incur penalties or interest if no estimated tax payments were made against the tax liability on that compensation or net profits. Estimated tax payments must be made on compensation or net profits greater than \$12,000 if that compensation or net profits is not subject to tax withholding.

### **I usually receive a large, lump-sum check at the end of the year. May I make only one estimated payment for the last quarter without having to pay a penalty?**

Yes, if that is the only net profits or taxable compensation over \$12,000 that you reasonably expect to receive not subject to withholding by an employer. Quarterly Estimated Installment Vouchers are available from the York Adams Tax Bureau or on our website at: [www.yatb.com](http://www.yatb.com)

### **Do I have to make estimated payments on compensation I earn in another state?**

You may have to make estimated payments, depending upon whether you earn taxable compensation or net profits greater than \$12,000 in the state where you are employed, which is not subject to local income tax withholding.

If you are working in another state that levies a local income tax, you may be able to apply some or all of the local income tax paid in that other state against your local income tax liability for your PA resident municipality or school district.

When filing your individual annual final return, you must be able to show proof of payment of a local income tax in the other state by attaching a copy of that state or locality's annual tax return.

### **Will YATB send a record of my estimated payments at the end of the year?**

No, you should use the worksheet supplied with the Quarterly Estimated Payment Vouchers to keep a record of your payments. You will need to report your total estimated income tax payments on your Annual Local Income Tax Return.

### **What if I overpay the estimated local income tax?**

Overpayments of the estimated local income tax may be credited to your next year's estimated tax liability, or credited to your spouse's current year local income tax liability, or refunded to you.

### **Can my spouse and I estimate our local income tax together on one form?**

No, you and your spouse must use separate Estimated Income Tax Payment Vouchers to ensure the payments are credited properly. You and your spouse may pay the estimated local income tax with one check, as long as two Estimated Income Tax Payment Vouchers are used.

### **How do I calculate how much to pay?**

Please use the worksheet **on the back of this form** to calculate the amount of your quarterly local income tax payments. By recording the check number and date paid in the grid you will have a record of estimated local income taxes paid during the tax year, which will assist you in completing an accurate annual Local Income Tax Return.

PSD CODE	TAXING AUTHORITY	RESIDENT EIT RATE	PSD CODE	TAXING AUTHORITY	RESIDENT EIT RATE
<b>0101</b>	<b>BERMUDIAN SPRINGS SCHOOL DISTRICT - ADAMS CO.</b>		<b>6705</b>	<b>HANOVER PUBLIC SCHOOL DISTRICT - YORK CO.</b>	
010101	EAST BERLIN BOROUGH - ADAMS CO.	1.7%	670501	HANOVER BOROUGH - YORK CO.	1.0%
010102	HAMILTON TOWNSHIP (BERMUDIAN SD) - ADAMS CO.	1.7%			
010103	HUNTINGTON TOWNSHIP - ADAMS CO.	1.7%	<b>6706</b>	<b>NORTHEASTERN SCHOOL DISTRICT - YORK CO.</b>	
010104	LATIMORE TOWNSHIP - ADAMS CO.	1.7%	670601	CONEWAGO TOWNSHIP - YORK CO.	1.0%
010105	READING TOWNSHIP - ADAMS CO.	1.7%	670602	EAST MANCHESTER TOWNSHIP - YORK CO.	1.0%
010106	YORK SPRINGS BOROUGH - ADAMS CO.	1.7%	670603	MANCHESTER BOROUGH - YORK CO.	1.0%
			670604	MT WOLF BOROUGH - YORK CO.	1.0%
<b>0102</b>	<b>CONEWAGO VALLEY SCHOOL DISTRICT - ADAMS CO.</b>		670605	NEWBERRY TOWNSHIP	1.0%
010201	ABBOTTSTOWN BOROUGH - ADAMS CO.	1.5%	670606	YORK HAVEN BOROUGH - YORK CO.	1.0%
010202	BERWICK TOWNSHIP - ADAMS CO.	1.5%			
010203	BONNEAUVILLE BOROUGH (CONEWAGO SD) - ADAMS CO.	1.5%	<b>6707</b>	<b>NORTHERN YORK SCHOOL DISTRICT - YORK CO.</b>	
010204	CONEWAGO TOWNSHIP - ADAMS CO.	1.5%	670701	CARROLL TOWNSHIP - YORK CO.	1.25%
010205	HAMILTON TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	670702	DILLSBURG BOROUGH - YORK CO.	1.25%
010206	MCSHERRYSTOWN BOROUGH - ADAMS CO.	1.5%	670703	FRANKLIN TOWNSHIP - YORK CO.	1.25%
010207	MT PLEASANT TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	670704	FRANKLINTOWN BOROUGH - YORK CO.	1.25%
010208	NEW OXFORD BOROUGH - ADAMS CO.	1.5%	670705	MONAGHAN TOWNSHIP - YORK CO.	1.25%
010209	OXFORD TOWNSHIP - ADAMS CO.	1.5%	670706	WARRINGTON TOWNSHIP - YORK CO.	1.25%
010210	STRABAN TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%	670707	WELLSVILLE BOROUGH - YORK CO.	1.25%
010211	TYRONE TOWNSHIP (CONEWAGO SD) - ADAMS CO.	1.5%			
<b>0103</b>	<b>FAIRFIELD AREA SCHOOL DISTRICT - ADAMS CO.</b>		<b>6708</b>	<b>RED LION AREA SCHOOL DISTRICT - YORK CO.</b>	
010301	CARROLL VALLEY BOROUGH - ADAMS CO.	1.5%	670801	CHANCEFORD TOWNSHIP - YORK CO.	1.0%
010302	FAIRFIELD BOROUGH - ADAMS CO.	1.5%	670802	FELTON BOROUGH - YORK CO.	1.0%
010303	HAMILTONBAN TOWNSHIP - ADAMS CO.	1.5%	670803	LOWER CHANCEFORD TOWNSHIP - YORK CO.	1.0%
010304	LIBERTY TOWNSHIP - ADAMS CO.	1.5%	670804	NORTH HOPEWELL TOWNSHIP - YORK CO.	1.0%
			670805	RED LION BOROUGH - YORK CO.	1.0%
<b>0104</b>	<b>GETTYSBURG AREA SCHOOL DISTRICT - ADAMS CO.</b>		670806	WINDSOR BOROUGH - YORK CO.	1.0%
010401	CUMBERLAND TOWNSHIP - ADAMS CO.	1.7%	670807	WINDSOR TOWNSHIP - YORK CO.	1.0%
010402	FRANKLIN TOWNSHIP - ADAMS CO.	1.7%	670808	WINTERSTOWN BOROUGH - YORK CO.	1.0%
010403	FREEDOM TOWNSHIP - ADAMS CO.	1.7%			
010404	GETTYSBURG BOROUGH - ADAMS CO.	1.7%	<b>6709</b>	<b>SOUTH EASTERN SCHOOL DISTRICT - YORK CO.</b>	
010405	HIGHLAND TOWNSHIP - ADAMS CO.	1.7%	670901	CROSS ROADS BOROUGH - YORK CO.	1.0%
010406	MT JOY TOWNSHIP (GETTYSBURG SD)- ADAMS CO.	1.7%	670902	DELTA BOROUGH - YORK CO.	1.0%
010407	STRABAN TOWNSHIP (GETTYSBURG SD) - ADAMS CO.	1.7%	670903	EAST HOPEWELL TOWNSHIP - YORK CO.	1.0%
			670904	FAWN GROVE BOROUGH - YORK CO.	1.0%
<b>0105</b>	<b>LITTLESTOWN AREA SCHOOL DISTRICT - ADAMS CO.</b>		670905	FAWN TOWNSHIP - YORK CO.	1.0%
010501	BONNEAUVILLE BOROUGH (LITTLESTOWN SD) - ADAMS CO.	1.6%	670906	HOPEWELL TOWNSHIP - YORK CO.	1.0%
010502	GERMANY TOWNSHIP - ADAMS CO.	1.6%	670907	PEACH BOTTOM TOWNSHIP - YORK CO.	1.0%
010503	LITTLESTOWN BOROUGH - ADAMS CO.	1.6%	670908	STEWARTSTOWN BOROUGH - YORK CO.	1.0%
010504	MT JOY TOWNSHIP (LITTLESTOWN SD)- ADAMS CO.	1.6%			
010505	MT PLEASANT TOWNSHIP (LITTLESTOWN SD) - ADAMS CO.	1.6%	<b>6710</b>	<b>SOUTH WESTERN SCHOOL DISTRICT - YORK CO.</b>	
010506	UNION TOWNSHIP - ADAMS CO.	1.6%	671001	MANHEIM TOWNSHIP - YORK CO.	1.0%
			671002	PENN TOWNSHIP - YORK CO.	1.0%
<b>0106</b>	<b>UPPER ADAMS SCHOOL DISTRICT - ADAMS CO.</b>		671003	WEST MANHEIM TOWNSHIP - YORK CO.	1.0%
010601	ARENDSVILLE BOROUGH - ADAMS CO.	1.6%			
010602	BENDERSVILLE BOROUGH - ADAMS CO.	1.6%	<b>6711</b>	<b>SOUTHERN YORK CO. SCHOOL DISTRICT - YORK CO.</b>	
010603	BIGLERVILLE BOROUGH - ADAMS CO.	1.6%	671101	CODORUS TOWNSHIP - YORK CO.	1.3%
010604	BUTLER TOWNSHIP - ADAMS CO.	1.6%	671102	GLEN ROCK BOROUGH - YORK CO.	1.3%
010605	MENALLEN TOWNSHIP - ADAMS CO.	1.6%	671103	NEW FREEDOM BOROUGH - YORK CO.	1.3%
010606	TYRONE TOWNSHIP (UPPER ADAMS SD) - ADAMS CO.	1.6%	671104	RAILROAD BOROUGH - YORK CO.	1.3%
			671105	SHREWSBURY BOROUGH - YORK CO.	1.3%
			671106	SHREWSBURY TOWNSHIP - YORK CO.	1.3%
<b>6701</b>	<b>CENTRAL YORK SCHOOL DISTRICT - YORK CO.</b>		<b>6712</b>	<b>SPRING GROVE AREA SCHOOL DISTRICT - YORK CO.</b>	
670101	MANCHESTER TOWNSHIP - YORK CO.	1.0%	671201	HEIDELBERG TOWNSHIP - YORK CO.	1.0%
670102	NORTH YORK BOROUGH - YORK CO.	1.0%	671202	JACKSON TOWNSHIP - YORK CO.	1.0%
670103	SPRINGGETTSBURY TOWNSHIP (CENTRAL SD) - YORK CO.	1.0%	671203	JEFFERSON BOROUGH - YORK CO.	1.0%
			671204	NEW SALEM BOROUGH - YORK CO.	1.0%
<b>6702</b>	<b>DALLASTOWN AREA SCHOOL DISTRICT - YORK CO.</b>		671205	NORTH CODORUS TOWNSHIP - YORK CO.	1.0%
670201	DALLASTOWN BOROUGH - YORK CO.	1.0%	671206	PARADISE TOWNSHIP - YORK CO.	1.0%
670202	JACOBUS BOROUGH - YORK CO.	1.0%	671207	SEVEN VALLEYS BOROUGH - YORK CO.	1.0%
670203	LOGANVILLE BOROUGH - YORK CO.	1.0%	671208	SPRING GROVE BOROUGH - YORK CO.	1.0%
670204	SPRINGFIELD TOWNSHIP - YORK CO.	1.0%			
670205	YOE BOROUGH - YORK CO.	1.0%	<b>6713</b>	<b>WEST YORK AREA SCHOOL DISTRICT - YORK CO.</b>	
670206	YORK TOWNSHIP - YORK CO.	1.0%	671301	WEST MANCHESTER TOWNSHIP - YORK CO.	1.0%
			671302	WEST YORK BOROUGH - YORK CO.	1.0%
<b>6703</b>	<b>DOVER AREA SCHOOL DISTRICT - YORK CO.</b>				
670301	DOVER BOROUGH - YORK CO.	1.4%	<b>6714</b>	<b>SCHOOL DISTRICT OF THE CITY OF YORK - YORK CO.</b>	
670302	DOVER TOWNSHIP - YORK CO.	1.4%	671401	YORK CITY - YORK CO.	1.25%
670303	WASHINGTON TOWNSHIP - YORK CO.	1.4%	671401	YORK CITY NON-RESIDENT RATE	1.25%
<b>6704</b>	<b>EASTERN YORK SCHOOL DISTRICT - YORK CO.</b>		<b>6715</b>	<b>YORK SUBURBAN SCHOOL DISTRICT - YORK CO.</b>	
670401	EAST PROSPECT BOROUGH - YORK CO.	1.0%	671501	SPRING GARDEN TOWNSHIP - YORK CO.	1.0%
670402	HALLAM BOROUGH - YORK CO.	1.0%			

### How do I calculate how much to pay?

Please use the worksheet below to calculate the amount of your quarterly local income tax payments. By recording the check number and date paid in the grid you will have a record of estimated local income taxes paid during the tax year, which will assist you in completing an accurate annual Local Income Tax Return.

(Round to nearest whole dollar)	1st Qt Jan - Mar	2nd Qt Apr - Jun	3rd Qt Jul - Sep	4th Qt Oct - Dec
Quarterly Earnings/Net Profit (from last paystub of quarter or self employment)				
Local Income Tax Due (Qtly Earnings x Tax Rate)				
Subtract tax withheld by employer or paid previously				
Subtract unused tax credit from last years overpayment				
Total Amount to be remitted to York Adams Tax Bureau				
DUE DATE FOR QUARTERLY PAYMENT	April 30th	July 30th	October 30th	January 30th
Date Paid				
Check Number				