Southwest Regional Tax Office

Excel File Layout

For PA Act 32 compliant submissions

All files must be submitted as an XLS or an XLSX.
EIT and LST must be in separate files, they cannot be combined into one file.
The file should contain a header row.
The file can contain a total row though one is not required.
The file should contain no filters.

Column	Field Name	Field Type	Notes
A	Submitter's EIN	Text	Required
B	Local Account Number	Text	Required
C	Work PSD	Text	New PSD code of work location
D	Tax Year	Number	Required
E	Period	Number	Required
F	Social Security Number	Text	Required
G	Employee Last Name	Text	Required
H	Employee First Name	Text	Required
I	Employee Middle Initial	Text	Required
J	Location Address	Text	Required
K	Delivery Address	Text	Optional
L	City	Text	Required
M	State Abbreviation	Text	Use Postal Abbreviation
N	Zip Code	Text	Required
O	Taxable Wages	Number	Enter Local Wages subject to EIT
P	Tax Withheld	Number	Enter Local Withholding. Required.
Q	Residence PSD	Text	NEW PSD code of employees residence (Domicile)