



CENTRE TAX AGENCY  
PO BOX 437  
STATE COLLEGE PA 16804-0437  
Phone: (814) 234-7120

## QUARTERLY ESTIMATED Local Earned Income Tax Withholding

Name and Address:

### RECORD OF ESTIMATED TAX PAYMENTS

Please keep a record of your payments on the schedule below. The total tax payments should be entered on line 7b of your Local Earned Income Tax Return, to be filed by April 15 (subject to change) of the following year.

Payment	Tax	Penalty & Interest	Late Filing Fee	Due Date
1st Quarter				04/30/2019
2nd Quarter				07/31/2019
3rd Quarter				10/31/2019
4th Quarter				01/31/2020
<b>Total</b>	\$			

### GENERAL INSTRUCTIONS FOR FILING QUARTERLY ESTIMATED EARNED INCOME TAX FORM

Centre Tax Agency is the administrator of the Earned Income Tax, which is levied by your local Township, Borough, City and/or School District.

#### WHO MUST FILE:

All self-employed taxpayers who have net profits for services rendered are required to pay their tax on or before the quarterly due dates. Also, taxpayers who receive regular wages from an employer, but DO NOT have their Earned Income Tax withheld OR do not have the full amount withheld, must pay their tax quarterly.

#### HOW TO COMPUTE TAX:

The tax can be computed by either estimating your earnings and paying an estimated tax, or by paying the tax due on your actual earnings each quarter. Round figures to the nearest whole dollar. Calculate the tax due based on your resident tax rate. If your employer withholds part of the tax, the amount withheld for the quarter should be deducted from the quarterly payment. If you had carried over a prior year credit for local earned income & net profits tax, that amount should be deducted from your quarterly payment.

#### PENALTY & INTEREST:

Penalty will be charged at a rate of 1% per month of the tax due (line 4 of coupon) if paid after the quarterly due date. Interest will be charged at a daily rate of 0.000110 of the tax due (line 4 of coupon) if paid after the quarterly due date. A \$25 fee may apply for late payment, underpayment, non-payment, late filing, or failure to file.

#### PAYMENT & RECEIPT:

Please complete the enclosed coupons and mail with your payment (if applicable) to: Centre Tax Agency, PO Box 437, State College PA 16804-0437.

Please correct any error in name or address (add if not shown). Checks should be made payable to: Centre Tax Agency. Your canceled check is sufficient proof of payment. You may file your estimated declaration of earned income tax online by visiting the following link:

<https://www.statecollegepa.info/ScbEitEntry/declarationlogon.aspx>.

#### NOTE:

Failure to file or pay correctly and in a timely fashion may result in penalty, interest, and late filing fees. There will be a \$25.00 fee for returned payments.

Safe Harbor Exceptions: A fee may apply if the following are not met.

\* Make four equal, timely estimated payments equal to 100% of the prior year's tax less any earned income tax withheld for the current year.

\* Make four equal, timely estimated payments equal to 90% of the current year's tax less any earned income tax withheld for the current year.

Farmers: If at least two-thirds of your gross income for tax year is from farming, you may do one of the following:

\* Pay all of your estimated tax by January 31 of succeeding year; or

\* File your local tax return for tax year by March 1 of succeeding year and pay the total tax due. In this case, estimated tax payments are not required.

#### TAXPAYERS' BILL OF RIGHTS NOTICE:

You are entitled to receive a written explanation of your rights with regard to the assessment, audit, appeal, enforcement, refund, and collection of certain municipal and school taxes. The written explanation is entitled Taxpayers Bill Of Rights Disclosure Statement. Upon receiving a request from you, the Tax Office will provide you a copy of the Disclosure Statement at no charge. You may request a copy in person or by mailing a request to the address shown above.

### 1st QUARTER ESTIMATED Local Earned Income Tax

Due Date: 04/30/2019

If you moved enter the effective date: \_\_\_\_\_

Check here if address change also applies to spouse

**2019**

Make any corrections to NAME, STREET ADDRESS or

RESIDENT MUNICIPALITY and check here.

INCLUDE INFO IF NOT SHOWN.

Name  
Address  
City  
State  
&  
Zip

Resident PSD Code

If you have no earned income, state the reason: retired/homemaker/  
student/disabled/temporarily unemployed/other (please specify)

Check here if ESTIMATE is based on farming income.

Check here if ALL tax is withheld by employer(s). Do not complete  
information requested on Lines 1 thru 8.

1. <b>Earned Income</b> and/or net profits ( <i>must enter amount</i> ) January 1 thru March 31 . . . . .	.00
2. Multiply line 1 by Tax Rate: _____ . . . . .	.00
3. Prior year credit and/or employer withheld (January 1 thru March 31) . . . . .	.00
4. TAX DUE: (line 2 minus line 3) . . . . .	.00
5. Penalty: Line 4 times monthly rate of 1% times number of months late . . . . .	.00
6. Interest: Line 4 times daily rate of 0.000110 times number of days late . . . . .	.00
7. Plus \$25 fee for late payment, underpayment, non-payment, late filing or failure to file . . . . .	.00
8. <b>TOTAL PAYMENT DUE</b> (add lines 4, 5, 6, & 7) . . . . .	.00

Payable and mail to: CENTRE TAX AGENCY  
PO BOX 437, STATE COLLEGE PA 16804-0437

Social Security Number:

Name  
Address  
City  
State  
&  
Zip

Resident PSD Code

If you have no earned income, state the reason: retired/homemaker/  
student/disabled/temporarily unemployed/other (please specify)

Check here if ESTIMATE is based on farming income.  
Check here if ALL tax is withheld by employer(s). Do not complete  
information requested on Lines 1 thru 8.

Payable and mail to: CENTRE TAX AGENCY  
PO BOX 437, STATE COLLEGE PA 16804-0437

## 2nd QUARTER ESTIMATED Local Earned Income Tax

Due Date: 07/31/2019

If you moved enter the effective date: \_\_\_\_\_

Check here if address change also applies to spouse

Make any corrections to NAME, STREET ADDRESS or  
RESIDENT MUNICIPALITY and check here.

INCLUDE INFO IF NOT SHOWN.

# 2019

1. <b>Earned Income</b> and/or net profits ( <b>must enter amount</b> ) April 1 thru June 30 . . . . .	.00
2. Multiply line 1 by Tax Rate: _____ . . . . .	.00
3. Prior year credit and/or employer withheld (April 1 thru June 30) . . . . .	.00
4. TAX DUE: (line 2 minus line 3) . . . . .	.00
5. Penalty: Line 4 times monthly rate of 1% times number of months late . . . . .	.00
6. Interest: Line 4 times daily rate of 0.000110 times number of days late . . . . .	.00
7. Plus \$25 fee for late payment, underpayment, non-payment, late filing or failure to file . . . . .	.00
8. <b>TOTAL PAYMENT DUE</b> (add lines 4, 5, 6, & 7) . . . . .	.00

Social Security Number:

Name  
Address  
City  
State  
&  
Zip

Resident PSD Code

If you have no earned income, state the reason: retired/homemaker/  
student/disabled/temporarily unemployed/other (please specify)

Check here if ESTIMATE is based on farming income.  
Check here if ALL tax is withheld by employer(s). Do not complete  
information requested on Lines 1 thru 8.

Payable and mail to: CENTRE TAX AGENCY  
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## 3rd QUARTER ESTIMATED Local Earned Income Tax

Due Date: 10/31/2019

If you moved enter the effective date: \_\_\_\_\_

Check here if address change also applies to spouse

Make any corrections to NAME, STREET ADDRESS or  
RESIDENT MUNICIPALITY and check here.

INCLUDE INFO IF NOT SHOWN.

# 2019

1. <b>Earned Income</b> and/or net profits ( <b>must enter amount</b> ) July 1 thru September 30. . . . .	.00
2. Multiply line 1 by Tax Rate: _____ . . . . .	.00
3. Prior year credit and/or employer withheld (July 1 thru September 30) . . . . .	.00
4. TAX DUE: (line 2 minus line 3) . . . . .	.00
5. Penalty: Line 4 times monthly rate of 1% times number of months late . . . . .	.00
6. Interest: Line 4 times daily rate of 0.000110 times number of days late . . . . .	.00
7. Plus \$25 fee for late payment, underpayment, non-payment, late filing or failure to file . . . . .	.00
8. <b>TOTAL PAYMENT DUE</b> (add lines 4, 5, 6, & 7) . . . . .	.00

Social Security Number:

Name  
Address  
City  
State  
&  
Zip

Resident PSD Code

If you have no earned income, state the reason: retired/homemaker/  
student/disabled/temporarily unemployed/other (please specify)

Check here if ESTIMATE is based on farming income.  
Check here if ALL tax is withheld by employer(s). Do not complete  
information requested on Lines 1 thru 8.

Payable and mail to: CENTRE TAX AGENCY  
PO BOX 437, STATE COLLEGE PA 16804-0437

## 4th QUARTER ESTIMATED Local Earned Income Tax

Due Date: 01/31/2020

If you moved enter the effective date: \_\_\_\_\_

Check here if address change also applies to spouse

Make any corrections to NAME, STREET ADDRESS or  
RESIDENT MUNICIPALITY and check here.

INCLUDE INFO IF NOT SHOWN.

# 2019

1. <b>Earned Income</b> and/or net profits ( <b>must enter amount</b> ) October 1 thru December 31. . . . .	.00
2. Multiply line 1 by Tax Rate: _____ . . . . .	.00
3. Prior year credit and/or employer withheld (October 1 thru December 31) . . . . .	.00
4. TAX DUE: (line 2 minus line 3) . . . . .	.00
5. Penalty: Line 4 times monthly rate of 1% times number of months late . . . . .	.00
6. Interest: Line 4 times daily rate of 0.000110 times number of days late . . . . .	.00
7. Plus \$25 fee for late payment, underpayment, non-payment, late filing or failure to file . . . . .	.00
8. <b>TOTAL PAYMENT DUE</b> (add lines 4, 5, 6, & 7) . . . . .	.00

Social Security Number: