

The Data Entry W-2 reconciliation is now (February 2, 2018) available on the HAB website.

- Available to all employers that are not required to file monthly **and use the upload option.**
- We DO NOT need the hard copy W2s mailed to us.
- If hard copy W2s are needed, we will write for them.

1. hab-inc.com
2. Quick Links (left margin)
3. Business e-file
4. W-2 R Annual Reconciliation
5. Employer Login – email & password
6. Login
7. Data Entry Tax Services

The screenshot shows the HAB website interface. On the left is a navigation menu with the following items: Home, Pending/Incomplete Returns, Data Entry Tax Services, File Upload Tax Services, Previous Returns and Payments, and Other Services. The main content area features a blue header with the text: *****You have Pending/Incomplete Returns*****. Below this, a message states: "You have at least one pending/incomplete return that may require action. Please click on the 'Pending/Incomplete Returns' option to view your incomplete returns and receive further instructions." The main content area also includes sections for: **Pending/Incomplete Returns:** (explaining offline validation), **Data Entry Tax Services: *** (explaining EIT and LST returns), **File Upload Tax Services: *** (explaining file uploads), **Previous Returns and Payments:** (explaining viewing previous returns), and **Other Services:** (explaining PSD services). At the bottom, there is a URL: <http://demo-e-file.hab-inc.com/Employer/EmployerOptions.aspx>.

8. File an Annual W-2 Reconciliation Return

Data Entry Tax Services

Please choose an option below to continue.

File a quarterly EIT and/or LST Return

File your quarterly Earned Income Tax (EIT) return, and/or quarterly Local Services Tax (LST) return by entering your employee tax data (Start a new return, continue with an incomplete return, change or delete an incomplete return)

File an Annual W-2 Reconciliation Return

File your Annual W-2 Reconciliation return (Start a new return, continue with an incomplete return, change or delete an incomplete return)

<http://qa-efile.hab-inc.com/Employer/DataEntryTaxServices.aspx>

9. Complete the required fields; HAB ID, Federal ID, PSD Code, Tax Year

10. Validate

Annual W-2 Reconciliation Data Entry

Please enter the information below in order to validate your account:

New Tax Account Validation

Required fields are marked with (*)

HAB ID:*

Federal ID:*

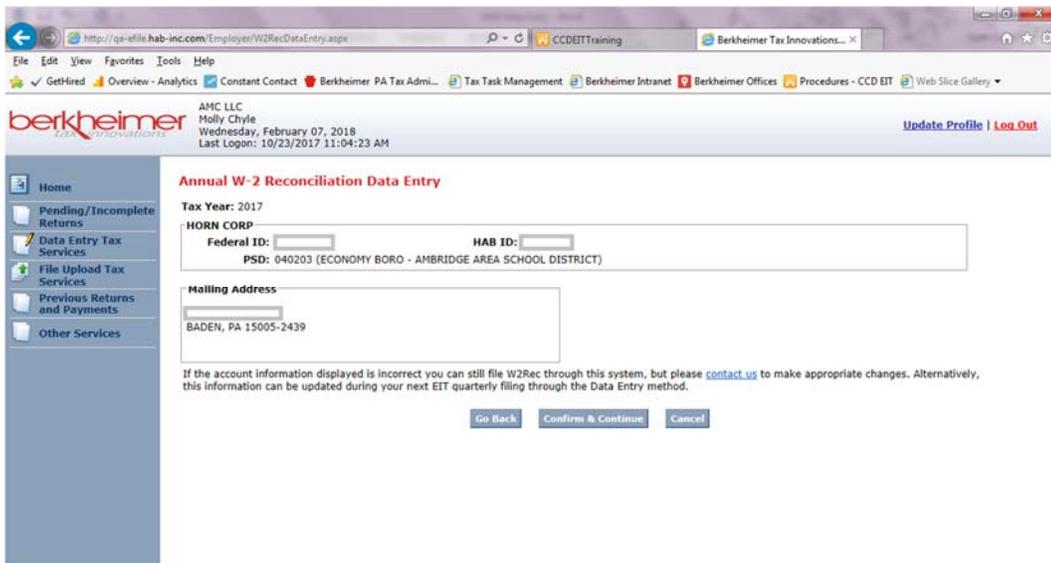
PSD Code:*([PSD Code Lookup](#))

Tax Year:*

11. Review the information

- a. If the information is incorrect, please contact us to make the appropriate changes.

12. Confirm & Continue



13. Annual W-2 Reconciliation Totals – complete the required fields – Total wages from all employees during this year, Total tax withheld from all employees during this year, Return type.

Required fields are marked with (*)

Annual W-2 Reconciliation Totals

Total wages from all employees during this year: \$ <input type="text"/> What is this?	Total tax withheld from all employees during this year: \$ <input type="text"/> What is this?
Return type: * <input type="radio"/> Amount due <input type="radio"/> Request a refund <input type="radio"/> No Payment / No Refund	
Additional Comments: <input type="text"/> What is this?	

The information displayed below is based on what has been submitted during the tax year. As a result, no updates to employee address/ssn are permitted through the Annual W-2 Reconciliation process.
 If an employee displayed below has no earnings for the year, please enter 0 for wages and tax withheld.

Click the "Save" button below to save the data on this page.

- 14. W-2 Wages and Tax Withheld – complete the required fields – W-2 Wages, W-2 Tax Withheld
- 15. Save & Continue

Return Type: Amount due Request a refund No Payment / No Refund

Additional Comments:

The information displayed below is based on what has been submitted during the tax year. As a result, no updates to employee address/es are permitted through the Annual W-2 Reconciliation process. If an employee displayed below has no earnings for the year, please enter 0 for wages and tax withheld.

Click the "Save" button below to save the data on this page.

Valid format for wages and withheld amounts: 999999.99 [Add a New Employee](#)

SSN	Name/Address	PSD	W-2 Wages*	W-2 Tax Withheld
###-##-####		710702 FRANKLIN PARK BORO - NORTH ALLEGHENY SD	<input type="text"/>	<input type="text"/>
###-##-####		040203 ECONOMY BORO - AMBRIDGE AREA SD	<input type="text"/>	<input type="text"/>
###-##-####		040203 ECONOMY BORO - AMBRIDGE AREA SD	<input type="text"/>	<input type="text"/>
###-##-####		710801 ROSS TWP - NORTH HILLS SD	<input type="text"/>	<input type="text"/>
###-##-####		710704 MCCANDLESS TWP - NORTH ALLEGHENY SD	<input type="text"/>	<input type="text"/>

[Save](#) [Save & Continue](#) [Cancel](#)

- 16. Review the information
- 17. I Accept & Agree

berkheimer | AMC LLC | Molly Chyle | Wednesday, February 07, 2018 | Last Logon: 10/23/2017 11:04:23 AM | [Update Profile](#) | [Log Out](#)

Earned Income Tax Annual W-2 Reconciliation - Return Submission Confirmation

Annual W-2 Reconciliation of Earned Income Tax Withheld From Wages
As reported on Annual W-2 Reconciliation (Employer Return Form) with income tax withheld as shown on Withholding Statements (W-2)

Tax Year: 2017 Due Date: 2/27/2018

HORN CORP
Federal ID: 721563501 HAR ID:
PSD: 040203 (ECONOMY BORO - AMBRIDGE AREA SCHOOL DISTRICT)

Annual W-2 Reconciliation Details:	
1. Total number of withholding statement W-2s accompanying this return:	5
2. Total wages during the year as shown on W-2s:	\$5,000.00
3. Total income tax withheld from all wages during the year as shown on W-2s:	\$50.00
4. Total payment for this year:	N/A
5. Total refund requested for this year:	N/A

Under penalties of perjury, I declare that I have examined the information contained in the file I am submitting and to the best of my knowledge and belief, it is true, correct, and complete and I am authorized to submit this information.

To proceed with your return, you must accept and agree with the above statement. If you choose the 'I DO NOT Accept or Agree' option below you will be returned to the main menu and required to start over.

[Go Back](#) [I Accept and Agree](#) [I DO NOT Accept or Agree](#)

- 18. Confirmation Number is displayed and also sent via email.
- 19. Download W-2 Rec Report

The screenshot shows the user interface of the berkheimer tax innovations website. At the top left is the logo for berkheimer tax innovations. To the right of the logo, the user's name is Molly Chyle, and the date is Wednesday, February 07, 2018. The last logon time is 10/23/2017 11:04:23 AM. In the top right corner, there are links for 'Update Profile' and 'Log Out'. On the left side, there is a navigation menu with the following items: Home, Pending/Incomplete Returns, Data Entry Tax Services, File Upload Tax Services, Previous Returns and Payments, and Other Services. The main content area is titled 'Earned Income Tax Annual W-2 Reconciliation - Return Confirmation'. The message reads: 'Thank you for submitting your Annual W-2 Reconciliation return. Confirmation Number: W2DE-92. Please keep the above confirmation number for your reference. Click on one of the options to the left to file another return or 'Log Out' to exit.' Below the message is a link for 'Download W2-Rec Report'.

- 20. The download can also be found on the Previously Filed Returns and Payments page.