

### What will I need to file?

To allow for a quicker filing process, the tax office recommends that you gather the following items that will be needed during the online interview process.

(All documents do not apply to everyone)

- **Preprinted tax return mailed to you that includes your PIN**
- **Compensation and Net Income/ Loss Documentation (includes W-2s, 1099s, Schedule (s) for income)**
- **Unreimbursed Employee Business Expenses**
- **If you have moved, your addresses and move dates during the tax year**
- **Amount of Philadelphia Tax Credit**
- **Schedule G if claiming out of state taxes**
- **Proof of non-residency status**
- **If you owe a payment and plan on paying at the time you file, please have available your method of payment**

### What happens after I file?

Once you have eFiled, information gathered during the eFiling© process will then be compared to tax office records. If your filing agrees with information readily available to the tax office, then you will not be contacted. 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. Taxpayers who file using eFiling© are provided proof of filing at the time they submit their return.

### What about confidentiality?

The tax office has consulted with security and industry professionals to ensure that steps have been taken to safely gather your personal information and to retain it in a format that protects it from outside sources. The electronic filing system is also protected by the industry standards utilized by banking and trading systems.

### Are you ready to file?

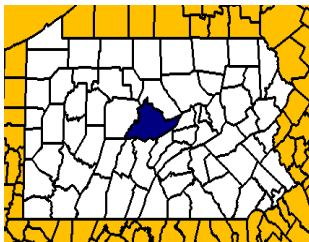
Visit our website at [www.statecollegepa.us](http://www.statecollegepa.us) and see what we have to offer you. Go to the Online Services tab and click eFiling© to begin.

### For Your Personal Convenience

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Centre Tax Agency



#### Location

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

#### Mailings

PO Box 437  
State College, PA 16804-0437

#### Hours of Operation

Monday – Friday  
8a.m. - 5 p.m.  
Please call for Extended Evening Hours  
During Tax Season

#### Phone

814-278-4709

#### Email Us

[centretaxagency@statecollegepa.us](mailto:centretaxagency@statecollegepa.us)

#### Visit Our Website

[www.statecollegepa.us](http://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/spouse's taxes online. The simple and easy to follow steps make it convenient for anyone, anywhere to file. The Centre Tax Agency offers both a registered login, for our more frequent users, as well as a visitor 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 filing taxes online. How safe is it? Is it complicated? Is this going to work? With the help of our dedicated and knowledgeable staff, we can walk you through even the most complex return.



In January 2012, Centre Tax Agency began serving as the Earned Income and Net Profits Tax collector for all residents of the Centre County Tax Collection District (CCTCD). Each year the tax office mails to all residents a paper tax return, which includes a PIN, unless the taxpayer had previously notified the office that they will be filing electronically. 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. Individuals who ceased employment (self employed or through an employer) prior to January 2012 do not need to file with Centre Tax Agency unless they have received a pre-printed tax return.

### Who needs to file?

An individual who had earnings (or loss) from self-employment or as an employee for part of the tax year or the entire tax year can file the local return electronically. A taxpayer and his/her spouse can file a combined return once they have each registered. Please use care when deciding whether to file a return as one combined return or two individual returns. If you start to file two separate returns and then decide to file a combined return you will have to start the filing process over. One of the most significant benefits of filing combined is that one taxpayer's overpayment can be applied against his/her spouse's balance due making it advantageous for a couple to file combined.

### What is eFiling©?

Electronic filing, which is commonly referred to as eFiling©, is the process of submitting tax returns over the internet.

### Why e-File?

eFiling© saves the cost of time, paper, file folders, labels, and mailing/delivery fees. Documents can be easily and conveniently retrieved. Filings are received and checked over for errors by qualified staff members. eFiling© has many benefits; one can file a tax return from the comfort of home, at the taxpayer's convenience, once the tax agency begins accepting returns. Taxpayers who file their tax returns electronically should experience a quicker response time for processing their tax returns.

### Is there a fee?

Centre Tax Agency offers eFiling© as an option free of charge to taxpayers.

### How do I file?

On our eFiling© page 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 are as follows:

- Taxpayer Interview (identifies taxpayer and his/her spouse)
- Residency Interview
- Income and Adjustments
- Tax Return Summary Review
- Sign and Print (Scan in Documentation if needed)

### What are my options?

Type of Login	Registered User*	Visitor
No PIN (Personal Identification Number) needed after initial setup	X	
Personal data storage; reducing data entry	X	
Access to previously filed returns	X	Tax office assistance needed
System saves entries for return visits	X	
Schedule an ACH payment	X	X
Direct deposit your refund	X	X
Proof of filing	X	X
Schedule payment of quarterly self payments	X	

\*Registered Users: Both taxpayer and spouse must register

\*You must assign each other as an authorized filer

### Should I chose the short or long form?

Type of Form	Short Form	Long Form
Single or File with Spouse	X	X
Were you a part year resident (2 or more addresses)		X
Filing a nonresident return		X
Were you a Centre County Resident except Townships of Taylor, Rush, Curtin, Liberty; Borough of Philipsburg	X	X
Deduct business expense (PA UE)	X	X
Philadelphia withholding credit		X
Out of State Credit		X
Submitted Quarterly Self Payments		X

### What is my PIN?

Your PIN is unique to a taxpayer and cannot be shared with the taxpayer's spouse. If you are unable to locate your tax return or if you did not receive a return, you can contact the tax office at (814) 278-4709 to request a PIN. Tax office staff can provide your PIN by telephone, if you are able to answer security questions related to your account. PINs can also be made available via postal service if you prefer that method. Should you need to update your address, please call the tax office for instructions on how to do so. If the spouse of the taxpayer has no income and did not receive a tax return with a PIN, do not enter his/her information as a joint return since you both must have PINS to electronically submit as a combined return.

### What if I owe additional Tax?

If a taxpayer owes additional taxes for the tax year, he/she can pay the balance due in person, by mail, or by using several electronic payment options. If you pay using the ACH debit process from your bank there is no fee for the transaction. However, if you pay with a credit card or electronic check, a third party vendor will process your transaction, and you will be charged a fee. If you have any questions about paying electronically, please contact the tax office for additional information.