



**Upper Providence Township**  
Effective January 1, 2025

**Report and Pay Online**  
[business.KeystoneCollects.com](https://business.KeystoneCollects.com)

Pennsylvania law authorizes municipal governments and local school districts to impose an earned income tax with the tax rate set locally.

Effective January 1, 2025, the earned income tax (EIT) rate is 1% for residents of Upper Providence Township. The Rose Tree Media School District rate is 0% for a total EIT of 1%.

A 1% “non-resident” EIT is applicable for employees who commute to work in Upper Providence Township. If the rates for the resident and workplace jurisdictions differ, employers must withhold at the higher of the two rates.

Your business must withhold from payroll and report employee EIT to Keystone in compliance with Pennsylvania law. Quarterly payroll withholding returns and payments are due within 30 days after the close of each calendar quarter. *Make your payment by the quarterly due date to avoid statutory penalty, interest and Act 192 costs.*

**Employers shall file and pay withheld tax online using Keystone’s Business Portal**

**[business.KeystoneCollects.com](https://business.KeystoneCollects.com)**

It’s quick, easy and secure.

**Set up a Business Portal Account**

- Access **[business.KeystoneCollects.com](https://business.KeystoneCollects.com)**
- Click **Create Account** at the bottom of the page.
- Follow the onscreen instructions to register your business.
- Once logged in, under Withholdings, choose **Select** and begin entering information via file upload or manual entry.

**Benefits of online filing include:**

- Secure login using multifactor authentication
- Employee list stored for future transactions
- Payment scheduling
- Pay online directly from your bank account or credit card payment accepted

**[KeystoneCollects.com](https://business.KeystoneCollects.com)**

If your business is unable to access online filing, refer to the reverse.

**Mail only if unable to access online filing:**

- Download forms at **KeystoneCollects.com/forms**
  - Use the “Search Settings” to locate the appropriate form

**Include the following information to ensure proper handling:**

**Earned Income Tax**

- Your Federal Employer Identification Number (FEIN)
- Political Subdivision (PSD) Codes for both the workplace location and resident municipality of each employee
- Physical addresses for each employee (No PO Boxes)

To determine the PSD code for each employee's resident location, workplace location and the applicable tax rate, access the Pennsylvania Department of Community and Economic Development website: **KeystoneCollects.com/DCED**

**Need Help?**

Visit **KeystoneCollects.com** for answers to frequently asked questions or to contact us online. To speak with an Employer Support and Compliance Representative, call (724) 978-0328 during normal business hours.