



**Lancaster County Tax Collection Bureau**  
*1845 William Penn Way*  
*Lancaster, PA 17601*  
*Phone (717) 569-4521*  
*www.lctcb.org*



**Instructions for completing LCTCB W2 Spreadsheet**

1. You must submit separate spreadsheets for Lancaster and Middletown Accounts
2. *Do not* change the headings on this spreadsheet. Any changes will cause the file to fail to process and will be returned to you for resubmission no later than the original due date
3. The following columns *must* be completed for each employee
  - a. Account: Your LCTCB EIT Account Number
  - b. Year: Tax Year being submitted
  - c. SSN: Employee's Social Security Number
  - d. Last Name: Employee's Last Name (No punctuation)
  - e. First Name: Employee's First Name (No punctuation)
  - f. Gross Wages: Total State Wages
  - g. Tax Withheld: Local Earned Income Tax Withheld  
(*Do not* include Local Services Tax in this amount)
  - h. Address: Employee's Street Address
  - i. City: Employee's City
  - j. State: Employee's State
  - k. Zip: Employee's Zip Code
4. The following column is optional at this time.
  - a. PSD: Employee's Residence Municipal Code

**Mailing Instructions for LCTCB W2 Spreadsheet**

1. Copy W2 file to a disk (CD ROM or 3 ½" diskette). Use a separate disk for each file submitted.
2. Label each disk with the following information:
  - a. Company Name  
(This is *not* the name of a payroll service submitting this file on behalf of the employer)
  - b. Company EIN
  - c. Company LCTCB EIT Account Number
  - d. Company Address
  - e. Preparer's Name
  - f. Preparer's Phone Number (including area code)
  - g. Contact Name in case of problems
  - h. Contact Phone Number
3. Mail the disk to:

Lancaster County Tax Collection Bureau  
1845 William Penn Way  
Suite 1  
Attn: Employer Department  
Lancaster, PA 17601-6713