



**EMPLOYER ANNUAL
 EARNED INCOME TAX RECONCILIATION FORM**

INSTRUCTIONS FOR COMPLETING THIS FORM

- Step 1 - DETERMINE METHOD OF SUBMITTING RECONCILIATION INFORMATION:**
 Employers are required to submit employee earned income tax information in one of the approved formats listed on the reverse side of this form.
- Step 2 - COMPLETE INFORMATION ON THE FORM BELOW USING BLACK OR BLUE INK ONLY.**
 1. Enter the total of the Earned Income Tax Withheld in Section 1 below.
 2. Check the appropriate box in Section 2 indicating the filing method being used.
- Step 3 - MAILING INSTRUCTIONS:**
 Mail or deliver this Annual Reconciliation Form, along with the required employee information to:

**Lancaster County Tax Collection Bureau
 Employer Department
 1845 William Penn Way Ste 1
 Lancaster PA 17601-6713**

IF AN ACCOUNTING OFFICE OR PAYROLL SERVICE IS RESPONSIBLE FOR REMITTING YOUR END-OF-YEAR TAX INFORMATION, PLEASE FORWARD THIS FORM TO THEM.

Lancaster County Tax Collection Bureau Tax Year _____
 Earned Income Tax Reconciliation Form

EIN: _____ EMPLOYER: _____

ACCT. NO: _____ CONTACT NAME: _____ PHONE: _____

Section (1) Enter the total amount of Earned Income Tax withheld. \$

DOLLARS	CENTS

Note: Please do not remit payment with this form.

Section (2) Check appropriate box:

ACCEPTABLE FILING FORMATS.

LCTCB Excel Spreadsheet MEDIA: CD-ROM 3-1/2" Disk
 EFW2 (Formerly MMREF-1) MEDIA: CD-ROM 3-1/2" Disk

Note: W2 paper forms only accepted for 25 or less employees.



EMPLOYER ANNUAL EARNED INCOME TAX RECONCILIATION DETAILED FILING INSTRUCTIONS



ACCEPTABLE FILING FORMATS

Method 1: **LCTCB Excel spreadsheet** is available to allow submitters to manually enter data in a format that can be processed electronically by LCTCB. See acceptable media below. To obtain a copy of the spreadsheet along with instructions visit our web site at www.lctcb.org.

Method 2: **EFW2 Electronic Filing Format** (details below).

Note: Employers with less than 25 employees that cannot meet the electronic filing specifications may file paper W2's.

EFW2 ELECTRONIC FILING SPECIFICATIONS

EFW2 details may be obtained from our web site at www.lctcb.org.

ACCEPTABLE MEDIA

- 3 1/2" diskettes - prior to mailing - label envelope: Magnetic Media - DO NOT X-RAY
- CD-ROMs.

Each disk must be labeled with:

- **Employer Name or Names**
- **Federal Employer Identification Number (FEIN)**
- **Employer Acct. No.**
- **Tax Year**
- **Contact Name**
- **Telephone Number**
- **Be accompanied by a completed Employer Annual Reconciliation Form.**

NOTE: PLEASE VERIFY THAT THE CONTENTS OF THE MEDIA IS READABLE PRIOR TO MAILING.

COMPLIANCE

Any file received that does not comply with these requirements will be returned.

Failure to submit a valid data file by the due date will result in the employer account being classified delinquent, which will result in penalties being assessed.