



**Lancaster County Tax Collection Bureau**  
1845 William Penn Way • Suite 1  
Lancaster PA 17601-6713  
Phone: (717)569-4521 • Fax (717) 569-1623  
[www.lctcb.org](http://www.lctcb.org)

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The Lancaster County Tax Collection Bureau is pleased to introduce the Employer Online Filing Application. To access the online application, go to [www.employer.lctcb.org](http://www.employer.lctcb.org)

Beginning January 2010, we strongly encourage all employers to file their 2010 quarterly or monthly payments and employee detail online. In addition, you may also submit your 2009 4<sup>th</sup> quarter and annual reconciliation online.

Effective January 2011, all employers will be **required** to electronically submit employee wage detail and payments via the online application.

If the physical location of your business is in one of our collection jurisdictions, you can withhold the local tax from all of your employees regardless of their residence and remit the tax to LCTCB.

If you have a physical location outside of our collection jurisdictions and you are currently remitting the tax to multiple collectors, you must continue to do so until Act 32 is effective.

If you have a payroll service or accounting firm submit your payments and/or details online on your behalf, you will be unable to access your account online. If you have further questions, please contact our office.

Below is your Federal ID Number, User Name and Password. If the Federal ID Number printed is not correct, please notify our office immediately.

If you have multiple accounts with our Bureau, you will be prompted to choose the appropriate account after you login.

Enclosed is a user guide for your reference. Additional instructions can be found on our website, [www.lctcb.org](http://www.lctcb.org).

If you have additional questions or we can be of further assistance, please call the Employer Department directly at (717) 735-9655.