



Lancaster County Tax Collection Bureau

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www.lctcb.org

SCHEDULE OF COLLECTION COSTS TO BE IMPOSED FOR DELINQUENCIES Effective January 1, 2017

A. Collection Costs for Individual Taxpayers

1. Notices for Late Return Filing, Failure to File Return, Underpayment, or Failure to Pay Taxes
 - a) First Notice (1st Class Mail)
 1. Failure to File (Most recently ended Tax Year) No Cost
 2. Failure to File Prior Year(s) \$ 25.00
 3. Late Return Filing \$ 25.00
 4. Underpayment, Failure to Pay, or Late Estimated Payments \$ 25.00
 - b) Second Notice – Final Notice Prior to Wage Attachment (Certified Mail) \$ 50.00
2. Notice to Employer of Individual Wage Attachment \$ 75.00
3. Notice of Intent to File Suit \$ 50.00
4. Payment Plans – **Maximum Term 12 months**
 - a) Setup Fee \$ 25.00
 - b) Per Payment Fee \$ 5.00

Note: Failure to comply with any payment plan will result in immediate wage attachment.

B. Collection Costs for Employers

1. Notices for Late Return/Remittance, Failure to File, Underpayment, or Failure to Pay Withheld Taxes for monthly, quarterly, or annual earned income tax or local services tax.
 - a) First Notice (1st Class Mail) \$ 50.00
 - b) Second Notice – Final Notice Prior to Legal Action (Certified Mail) \$ 100.00
2. Notice of Intent to File Legal Action \$ 50.00
3. Payment Plans – **Maximum Term 12 months**
 - a) Setup Fee \$ 50.00
 - b) Per Payment Fee \$ 25.00

Note: Failure to comply with any payment plan will result in immediate legal action.

C. Other Collection Costs

1. Returned check or failed ACH (NSF, Acct Closed, etc.) each instance.	\$ 29.00
2. Preparation of file and related account for civil or criminal complaint.	\$ 300.00
3. Preparation for Magisterial District Court or Court of Common Pleas hearing/trial.	\$ 150.00
4. Attendance at Magisterial District Court or Court of Common Pleas hearing/trial.	\$ 500.00
5. Indexing of judgment; creation of lien.	\$ 250.00
6. Filing of bankruptcy proof of claim.	\$ 150.00
7. Additional fees and costs for Magisterial District Court or Court of Common Pleas proceedings that are not listed above.	Actual Costs
8. Audit of employer payrolls and withholding taxes.	Actual Costs

D. Important Notes

1. The costs charged pursuant to this Schedule are intended to help the Lancaster County Tax Collection Bureau obtain reimbursement for the out-of-pocket and internal costs of collecting delinquent taxes.
2. Typically, costs assessed against employers are higher than those assessed against individual taxpayers. The reason that is so is because it takes the Lancaster County Tax Collection Bureau longer to review and process an employer file.
3. All costs authorized in this Schedule are in addition to any interest and penalties assessed against delinquent taxpayers and employers pursuant to the Local Tax Enabling Act and the Lancaster County Tax Collection Bureau Rules and Regulations.
4. In addition to collection costs assessed under this Schedule and interest and penalties, the Lancaster County Tax Collection Bureau is entitled to assess and recover all costs incurred in engaging a collection agency, auditor, legal counsel, or other professional consultant to assist with collecting delinquent tax from individuals and employers.
5. All costs in this Schedule are cumulative. For example, if an employer fails to respond to a first notice but then responds to a second notice by setting up a payment plan, the employer will be obligated to pay a total of \$200 in up front collection costs (i.e., \$50 + \$100 + \$50 = \$200) plus a \$25 per payment fee thereafter.