



# LANCASTER COUNTY TAX COLLECTION BUREAU

1845 William Penn Way • Suite 1

Lancaster, PA 17601-6713

Telephone: (717) 569-4521

www.lctcb.org



## 2009 LOCAL SERVICES TAX (LST) FORMS

The Lancaster County Tax Collection Bureau (LCTCB) has been appointed the designated collector of the Local Services Tax (LST), formerly EMST and OPT, for the municipalities listed below on this form. The enclosed coupons are to be used for LST reporting only. **DO NOT** report or include Earned Income Tax (EIT) withholdings on these coupons.

**INSTRUCTIONS:** All employers with work sites within these municipalities are required by law to deduct the LST from their employees at the site of employment. **The legal basis for the LST is the actual location where the individual taxpayer works.** The place of employment is to be determined as of the day the taxpayer first becomes subject to the tax during the calendar year. No person is to pay more than \$52 in LST during any calendar year. The tax must be withheld on a per payroll basis (or \$1 per week). **The tax MAY NOT be taken out in one lump sum.**

**PAYMENT:** Payments are to be made on a quarterly basis. The total amount reported on the coupons is due and payable to LCTCB and must be mailed, along with the coupon, to Tax Collection Bureau, LST Department, 1845 William Penn Way, Suite 1, Lancaster, PA 17601-6713. Self addressed labels are enclosed for your convenience.

**LATE CHARGE:** Late payments will be subject to a \$15.00 late charge.

**CORRECTIONS:** Any corrections to the pre-printed information shown on the coupon should be made on the back of the coupon.

**RECONCILIATION:** Each year, on or before March 1st, the employer is required to file an LST Annual Reconciliation Form indicating the total amount of LST remitted to LCTCB and a list of employees. The list must include employee(s) name, address, SS#, state wages, LST amount withheld and municipality for which the tax was withheld. If no LST was withheld, indicate a brief reason for not withholding variances(s).

Mail the form and employee list to, Tax Collection Bureau, LST Department, 1845 William Penn Way, Suite 1, Lancaster, PA 17601-6713.

Municipality Name	Municipal Code	2009 LST Amount	Earnings Exemption	Municipality Name	Municipal Code	2009 LST Amount	Earnings Exemption
Cocalico School District				Hempfield School District			
Adamstown Boro	360033	\$52	\$12,000	East Hempfield Twp	360575	\$52	\$12,000
				West Hempfield Twp	361805	\$52	\$12,000
Columbia Boro School District				Lampeter-Strasburg School District			
Columbia Boro	360273	\$52	\$12,000	West Lampeter Twp	361835	\$52	\$12,000
Conestoga Valley School District				Lancaster City Annex	361855	\$52	\$12,000
East Lampeter Twp	360605	\$52	\$12,000	Lancaster School District			
Upper Leacock Twp	361625	\$40	\$12,000	Lancaster City	360842	\$52	\$12,000
West Earl Twp	361775	\$52	\$12,000	Manheim Twp School District			
Lancaster City Annex	360690	\$52	\$12,000	Manheim Twp	361024	\$52	\$12,000
Eastern Lancaster Co. School District				Lower Dauphin School District			
Brecknock Twp	360125	\$10	\$12,000	Conewago Twp	220065	\$10	\$12,000
Caernarvon Twp	360155	\$10	\$12,000	East Hanover Twp	220155	\$10	\$12,000
Earl Twp	360425	\$52	\$12,000	Hummelstown Boro	220363	\$52	\$12,000
East Earl Twp	360545	\$52	\$12,000	Londonderry Twp	220455	\$52	\$12,000
New Holland Boro	361263	\$52	\$12,000	South Hanover Twp	220905	\$10	\$12,000
Terre Hill Boro	361593	\$10	\$12,000	Middletown Area School District			
Elizabethtown Area School District				Lower Swatara Twp	220514	\$52	\$12,000
Elizabethtown Boro	360723	\$52	\$12,000	Middletown Boro	220633	\$52	\$12,000
West Donegal Twp	361745	\$52	\$12,000	Royalton Boro	220843	\$10	\$12,000
Ephrata Area School District							
Clay Twp	360215	\$52	\$12,000				
Ephrata Boro	360753	\$52	\$12,000				
Ephrata Twp	360785	\$47	\$12,000				

LCTEMGEN09  
DHF Associates

## YEAR END RECONCILIATION FORM ONLY

Lancaster County Tax Collection Bureau  
LST Annual Reconciliation Form

# 2009

## Due: March 1, 2010

EIN/TIN: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

Enter amount of LST withheld to LCTCB here ➤

\$

DOLLARS				CENTS	

Use black or blue ink only

With this form file a list of all employees including name, address, SS#, state wages, LST amount withheld for LCTCB and municipality for which the tax was withheld. If no LST was withheld, indicate a brief reason for not withholding. Check appropriate box below for filing format.

Employee List

CD-ROM

3-1/2" DISK