

YORK COUNTY OFFICE: 1405 N. DUKE STREET PO BOX 15627 YORK PA 17405 717-845-1584 717-854-6376 (f) ADAMS COUNTY OFFICE 240 WEST STREET PO BOX 4374 GETTYSBURG PA 17325 717-334-4000 717-337-2565 (f)

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Local Services Tax Instructions and Form Booklet

www.yatb.com

### YORK ADAMS TAX BUREAU EMPLOYER INFORMATION

## PLEASE CONSIDER USING THE EMPLOYER ONLINE FILING SYSTEM

#### **WWW.PALITE.ORG**

TO FILE AND PAY ONLINE

OR

USE THE MAILING LABELS BELOW TO

MAIL COMPLETED RETURNS AND PAYMENTS TO:

YORK ADAMS TAX BUREAU Employer Services Department 1405 N Duke Street PO Box 12010 York PA 17402

ADDITIONAL INFORMATION IS AVAILABLE ON OUR WEB SITE: www.yatb.com

YORK ADAMS TAX BUREAU Employer Services Department 1405 N Duke Street PO Box 12010 York PA 17402 YORK ADAMS TAX BUREAU Employer Services Department 1405 N Duke Street PO Box 12010 York PA 17402 YORK ADAMS TAX BUREAU Employer Services Department 1405 N Duke Street PO Box 12010 York PA 17402 YORK ADAMS TAX BUREAU Employer Services Department 1405 N Duke Street PO Box 12010 York PA 17402

#### YORK ADAMS TAX BUREAU LOCAL SERVICES TAX - INSTRUCTIONS

The completed tax form with payment must be remitted on a quarterly basis to the York Adams Tax Bureau. Online filing and payment is available at **www.palite.org**.

Please contact the Employer Services Department with any questions via email at <a href="mailto:employer@yatb.com">employer@yatb.com</a> or by phone at 717-845-1584, option 2.

Employers with 250 or more employees are required to use the palite online filing system or submit their quarterly returns using magnetic or optical media. Refer to the enclosed information to set up an online filing account. Payments may be made by check or ach debit through the employer online filing system.

Please be advised that **each employee and/or business owner** working within the taxing district must pay the Local Services Tax (LST) and file the required LST forms (including detail) with the bureau on a quarterly basis. Taxpayers may only be required to pay a maximum of \$52.00 Local Services Tax per year. If an employee has already paid the LST to another taxing authority, the employee must supply a receipt of payment to you. In the event of an audit for LST the bureau will request these records.

- 1. If the LST is levied at a combined rate of \$10.00 or less the tax should be collected and remitted in a lump sum.
- 2. <u>Low Income Exemption</u> There is a mandatory low income exemption for individuals earning less than \$12,000.00 if the tax is levied in excess of \$10.00. In order to receive the exemption, the individual must annually fill out the LST exemption form. Unless the employee supplies the employer with the completed exemption form, you are to proceed with the collections of the LST as specified by local ordinance.
- 3. Employers are required to make the exemption form available to their employees. A copy of the LST exemption form is included in your packet. Additional forms are available online.
- 4. Employers with multiple locations within the YATB jurisdiction may continue to remit the LST withholding using one check; **HOWEVER**, if remitting paper filings the detail for each account must be reported on separate forms. Electronic files may contain multiple accounts.
- 5. In the event you have no employees during the reporting period, file "0" under the number of employees on the form, sign and return it. Beginning in 2013 businesses must make a filing each quarter, even if no tax is due for the tax period.

<u>Each quarterly LST filing must include</u> a completed Quarterly Local Services Tax Return along with payment. The completed return must include a listing of each employee's name, address, SSN, work location PSD code and the amount of tax remitted for each individual listed.

Each employer is entitled to receive a written explanation of your rights in regard to the audit, appeal, enforcement, refund and collection of the Local Services Tax.

#### **EMPLOYER ONLINE FILING QUESTIONNAIRE**

In order to have the ability to file your EIT (earned income tax) W-2 and/or LST (local services tax) detail online, please complete the form below and email it to <a href="mailto:onlineaccounts@yatb.com">onlineaccounts@yatb.com</a>, or fax it to Employer Services at (717) 854-6376. We will register your account and issue a temporary password. Employers who process their own payroll, fill out Section 1. Payroll processing services, please fill out Section 2. Please type or write legibly.

<u>Se</u>	ection 1 (Individual Employers):
1.	Business Name:
2.	YATB Employer Account Number:
3.	Federal EIN:
4.	Amount of Last Quarterly EIT Payment (for verification purposes): \$
5.	Contact Person:
6.	Contact Person's Email Address:
7.	Contact Person's Direct Phone Number:
***	***************************************
Se	ection 2 (Payroll Service Providers):
1.	Payroll Service Provider Name:
2.	Payroll Service Provider FEIN:
3.	Contact Person:
4.	Contact Person's Email Address:
5.	Contact Person's Direct Phone Number:

In addition to the above information, Payroll Service Providers must email an Excel spreadsheet containing the following detail:

- Identify the attachment as W-2 data or LST accounts
- YATB account number for each employer
- Federal EIN for each employer
- Name of each employer

#### LOCAL SERVICES TAX (LST) – EXEMPTION CERTIFICATE Tax Year

 A copy of this exemption from the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented to your employer.

SSN#:

Address:	Phone #:
City/State:	Zip:
	REASON FOR EXEMPTION FOR TAX YEAR-
1	MULTIPLE EMPLOYERS: Attach a copy of a current pay statement from your principal employer that shows the name of the employer, the length of the payroll period and the amount of Local Services Tax withheld. List all employers on the reverse side of this form. You must notify your other employers of a change in principal place of employment within two weeks of the change.
2	EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN  (municipality or school district) WILL BE LESS
	THAN \$: Attach copies of your last pay statements or your W-2('s) for the year prior.
*If y	ou are self-employed, please attach a copy of your PA Schedule C, F, or RK-1 for the prior year.
3	ACTIVE DUTY MILITARY EXEMPTION: Please attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. You are required to advise the tax office when you are discharged from active duty status.
4	MILITARY DISABILITY EXEMPTION: Please attach copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities

EMPLOYER: Once you receive this Exemption Certificate, you shall not withhold the Local Services Tax for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the tax collector to withhold the tax.

#### **IMPORTANT NOTE TO EMPLOYERS**

- 1. The municipality is required by law to exempt from the LST employees whose earned income from all sources (employers and self-employment) in their municipality is less than \$12,000 when the combined rate exceeds \$10.00.
- 2. The school district for the municipality in which your worksite(s) is located may or may not levy an LST. If it does, the income exemption provided may differ from the municipality and can be anywhere from \$0 to \$11,999.
- 3. Contact the tax office where your business worksites are located to obtain this information.

are recognized for this exemption.

Employment Information: List all places of employment for the applicable tax year. Please list your PRIMARY EMPLOYER under #1 below and your secondary employers under the other columns. If self employed, write SELF under Employer Name column.

	1. PRIMARY EMPLOYER	2.	3.
Employer Name			
Address			
Address 2			
City, State Zip			
Municipality			
Phone			
Start Date			
Term Date			
Status (FT or PT)			
Gross Earnings			
	4.	5.	6.
Employer Name			
Address			
Address 2			
City, State Zip			
Municipality			
Phone			
Start Date			
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Status (FT or PT)			
Gross Earnings			
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SIGNATURE:		DATE: _	

#### YORK ADAMS TAX BUREAU

York:717-845-1584 Fax: 717-854-6376

### EMPLOYER QUARTERLY RETURN LOCAL SERVICES TAX WITHHOLDING

email: employer@yatb.com www.yatb.com



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#### YORK ADAMS TAX BUREAU

York:717-845-1584 Fax: 717-854-6376 EMPLOYER QUARTERLY RETURN

LOCAL SERVICES TAX WITHHOLDING

email: employer@yatb.com www.yatb.com



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#### YORK ADAMS TAX BUREAU

York:717-845-1584 Fax: 717-854-6376

### EMPLOYER QUARTERLY RETURN LOCAL SERVICES TAX WITHHOLDING

email: employer@yatb.com www.yatb.com



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MAKE CHECKS PAYABLE TO: YATB

THERE WILL BE A \$25.00 FEE FOR RETURNED PAYMENTS AND CHECKS.

**REMIT TO:**York Adams Tax Bureau
1405 North Duke Street, PO Box 12010 York, PA 17402



Employer Business Location	Tav	x Yr Qtr
Employee's Social Security Number	Employee's Name/Address (No PO Boxes)	Amount of LST Withheld this Quarter
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#### YORK ADAMS TAX BUREAU

York:717-845-1584 Fax: 717-854-6376 EMPLOYER QUARTERLY RETURN
LOCAL SERVICES TAX WITHHOLDING

email: employer@yatb.com www.yatb.com



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EMPLOYER BUSINESS NAME (USE FEDERA	AL ID NAME)														_							1
EMPLOYER BUSINESS LOCATION - STREE	T ADDRESS (INCLU	DE PO BO	X IF F	RIMA	RY USE	)																
CITY OR POST OFFICE		<u> </u>													ST	ATE				ZIP C	ODF	J
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3. Total Local Services Tax Amount With	hheld this Quarter										,											
4. Penalty																						
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5. Interest											,				_							
6. Total Amount Paid this Return																						
Under penalties of perjury, I (we) declare that	t I (we) have examine	ed this info	rmatior	n, inclu	ıding all	accomp	anying	sche	edule an	d statem	ents an	d to tl	ne bes	t of my	(our)	belie	f, they	are tı	ue , ac	curate	and co	mplete
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MAKE CHECKS PAYABLE TO: YATB

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REMIT TO: York Adams Tax Bureau

1405 North Duke Street, PO Box 12010 York, PA 17402

THERE WILL BE A \$25.00 FEE FOR RETURNED PAYMENTS AND CHECKS.



Employer Business Location	Tav	x Yr Qtr
Employee's Social Security Number	Employee's Name/Address (No PO Boxes)	Amount of LST Withheld this Quarter
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### LOCAL SERVICES TAX RATES BY SCHOOL DISTRICT

PSD		OMBINED	LOW INCOME	PSD		COMBINED	LOW INCOME
CODE		ST RATE	EXEMPTION	CODE	TAXING AUTHORITY	LST RATE	EXEMPTION
0101	BERMUDIAN SPRINGS SCHOOL DISTRICT - ADAMS CO.			6704	EASTERN YORK SCHOOL DISTRICT - YORK CO.		
010101	EAST BERLIN BOROUGH - ADAMS CO.	\$ 52.00	\$ 12,000	670401	EAST PROSPECT BOROUGH - YORK CO.	\$ 10.00	\$ -
010102	HAMILTON TOWNSHIP (BERMUDIAN SD) - ADAMS CO.	\$ 52.00	\$ 12,000	670402	HALLAM BOROUGH - YORK CO.	\$ 10.00	\$ -
				670403	HELLAM TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
0102	CONEWAGO VALLEY SCHOOL DISTRICT - ADAMS CO.			670404	LOWER WINDSOR TOWNSHIP - YORK CO.	\$ 10.00	\$ -
010201	ABBOTTSTOWN BOROUGH - ADAMS CO.	\$ 52.00	\$ 12,000	670405	WRIGHTSVILLE BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
010202	BERWICK TOWNSHIP - ADAMS CO.	\$ 10.00	\$ -	670406	YORKANA BOROUGH - YORK CO.	\$ 10.00	\$ -
010203	BONNEAUVILLE BOROUGH (CONEWAGO SD) - ADAMS CO.	\$ 10.00	\$ -				
010204	CONEWAGO TOWNSHIP - ADAMS CO.	\$ 52.00	\$ 12,000	670501	HANOVER BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
010205	HAMILTON TOWNSHIP (CONEWAGO SD) - ADAMS CO.	\$ 52.00	\$ 12,000				
010206	MCSHERRYSTOWN BOROUGH - ADAMS CO.	\$ 52.00	\$ 12,000	6707	NORTHERN YORK SCHOOL DISTRICT - YORK CO.		
010207	MT PLEASANT TOWNSHIP (CONEWAGO SD) - ADAMS CO.	\$ 10.00	\$ -	670701	CARROLL TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010208	NEW OXFORD BOROUGH - ADAMS CO.	\$ 52.00	\$ 12,000	670702	DILLSBURG BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
010209	OXFORD TOWNSHIP - ADAMS CO.	\$ 52.00	\$ 12,000	670703	FRANKLIN TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010210	STRABAN TOWNSHIP (CONEWAGO SD) - ADAMS CO.	\$ 10.00	\$ -				
010211	TYRONE TOWNSHIP (CONEWAGO SD) - ADAMS CO.	\$ 52.00	\$ 12,000	6706	NORTHEASTERN SCHOOL DISTRICT - YORK CO.		
				670601	CONEWAGO TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
0103	FAIRFIELD AREA SCHOOL DISTRICT - ADAMS CO.			670602	EAST MANCHESTER TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010302	FAIRFIELD BOROUGH - ADAMS CO.	\$ 10.00	\$ -	670603	MANCHESTER BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
				670605	NEWBERRY TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
0104	GETTYSBURG AREA SCHOOL DISTRICT - ADAMS CO.						
010401	CUMBERLAND TOWNSHIP - ADAMS CO.	\$ 52.00	\$ 12,000	6708	RED LION AREA SCHOOL DISTRICT - YORK CO.		
010402	FRANKLIN TOWNSHIP - ADAMS CO.	\$ 10.00	\$ -	670805		\$ 52.00	\$ 12,000
010403	FREEDOM TOWNSHIP - ADAMS CO.	\$ 10.00	\$ -	670807	WINDSOR TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010404	GETTYSBURG BOROUGH - ADAMS CO.	\$ 52.00					
010405	HIGHLAND TOWNSHIP - ADAMS CO.	\$ 10.00		6709	SOUTH EASTERN SCHOOL DISTRICT - YORK CO.		
010406	MT JOY TOWNSHIP (GETTYSBURG SD)- ADAMS CO.	\$ 10.00		670901	CROSS ROADS BOROUGH - YORK CO.	\$ 10.00	\$ -
010407	STRABAN TOWNSHIP (GETTYSBURG SD) - ADAMS CO.	\$ 10.00	\$ -		DELTA BOROUGH - YORK CO.	\$ 10.00	\$ -
					EAST HOPEWELL TOWNSHIP - YORK CO.	\$ 10.00	\$ -
0105	LITTLESTOWN AREA SCHOOL DISTRICT - ADAMS CO.				FAWN GROVE BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
010501	BONNEAUVILLE BOROUGH (LITTLESTOWN SD) - ADAMS CO.				FAWN TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010502	GERMANY TOWNSHIP - ADAMS CO.	\$ 10.00			HOPEWELL TOWNSHIP - YORK CO. PEACH BOTTOM TOWNSHIP - YORK CO.	\$ 52.00 \$ 52.00	\$ 12,000 \$ 12.000
010503	LITTLESTOWN BOROUGH - ADAMS CO.	\$ 52.00			STEWARTSTOWN BOROUGH - YORK CO.	\$ 10.00	\$ 12,000
010504	MT JOY TOWNSHIP (LITTLESTOWN SD)- ADAMS CO.	\$ 10.00		070900	STEWARTSTOWN BOROUGHT- TORK CO.	φ 10.00	φ -
010505	MT PLEASANT TOWNSHIP (LITTLESTOWN SD) - ADAMS CO			6710	SOUTH WESTERN SCHOOL DISTRICT - YORK CO.		
010506	UNION TOWNSHIP - ADAMS CO.	\$ 10.00	\$ -		PENN TOWNSHIP	\$ 52.00	\$ 12,000
0106	UPPER ADAMS SCHOOL DISTRICT - ADAMS CO.				WEST MANHEIM TOWNSHIP	\$ 52.00	
	ARENDTSVILLE BOROUGH - ADAMS CO.	\$ 10.00	\$ -	07 1000	WEST WANTERWITS WISSEN	Ψ 02.00	Ψ 12,000
	BENDERSVILLE BOROUGH - ADAMS CO.	\$ 10.00		6711	SOUTHERN YORK CO. SCHOOL DISTRICT - YORK CO.		
	BIGLERVILLE BOROUGH - ADAMS CO.	\$ 10.00			SHREWSBURY TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010604		\$ 10.00				7	* :=,
	MENALLEN TOWNSHIP - ADAMS CO.	\$ 10.00		6712	SPRING GROVE AREA SCHOOL DISTRICT - YORK CO.		
010606	TYRONE TOWNSHIP (UPPER ADAMS SD) - ADAMS CO.	\$ 52.00	•	671202	JACKSON TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
010000	Titteria revitteriii (err artiariine es) Tistiine ee.	Ψ 02.00	Ψ 12,000	671208	SPRING GROVE BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
6701	CENTRAL YORK SCHOOL DISTRICT - YORK CO.						
670101	MANCHESTER TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000	6713	WEST YORK AREA SCHOOL DISTRICT - YORK CO.		
	NORTH YORK BOROUGH - YORK CO.	\$ 52.00		671301	WEST MANCHESTER TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000
	SPRINGETTSBURY TOWNSHIP (CENTRAL SD) - YORK CO			671302	WEST YORK BOROUGH - YORK CO.	\$ 52.00	\$ 12,000
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6702	DALLASTOWN AREA SCHOOL DISTRICT - YORK CO.			6714	SCHOOL DISTRICT OF THE CITY OF YORK - YORK CO		
670201	DALLASTOWN BOROUGH - YORK CO.	\$ 10.00	\$ -	671401	YORK CITY - YORK CO.	\$ 52.00	\$ 12,000
670206	YORK TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000	1			
				6715	YORK SUBURBAN SCHOOL DISTRICT - YORK CO.		
6703	DOVER AREA SCHOOL DISTRICT - YORK CO.				SPRING GARDEN TOWNSHIP - YORK CO.	\$ 52.00	
670301	DOVER BOROUGH - YORK CO.	\$ 52.00	\$ 12,000	671502	SPRINGETTSBURY TWP (YORK SUBURBAN SD) - YORK CO	). \$ 52.00	\$ 12,000
670302	DOVER TOWNSHIP - YORK CO.	\$ 52.00	\$ 12,000	I			
670303	WASHINGTON TOWNSHIP - YORK CO.			1			
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