

**YORK ADAMS TAX BUREAU
TAX COLLECTION SERVICES**

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Magnetic Media Specifications for Form LST-2

The option for employers to file their LST-2 records online is now available.
Please visit our web site at www.yatb.com for information on how to register for online filing.

If you have any questions concerning these specifications, contact Doug Brown at (717) 845-1584, ext. 146.

General

DO NOT DUPLICATE ON PAPER FORMS ANY INFORMATION FILED ON MAGNETIC MEDIA.

When submitting magnetic media remember to include the following information:

- * The name and telephone number of a person to contact should questions arise.
- * A return address for the magnetic media submitted.
- * A **Form LST-1** for each employer account represented on the magnetic media.

If you are submitting magnetic media to this bureau for the first time, please provide us with test media (labeled as such) for verification at least one month prior to sending live data.

Magnetic Media Technical Requirements

It is acceptable to “zip” your files prior to submission. Please utilize standard PKZIP or WinZip technology to do so. Please maintain the standard .zip extension on “zipped” files so that it is obvious to us that the file needs to be unzipped.

Note: Records filed online may not be “zipped”.

Please submit your files using one of the acceptable transport methods or forms of media listed below.

Transport Methods / Forms of Media

1. CD-ROM, DVD, CD-R, CD-RW, are acceptable.

All media must be formatted for and readable by a standard Microsoft Windows based PC.

2. E-Mail:

E-mail the LST-2 data as a file attachment to TCS@yatb.com.

Notice to persons and entities who transmit e-mail or fax information or records to the York Adams Tax Bureau:

This Bureau shall not be responsible or liable for the confidentiality of information or records which are or which may be read, accessed or received by another person or entity while the information or records are in transit to or from this Bureau by e-mail or fax.

Note: We still require the paper form EMST-1 (by regular mail or hand delivery) even when LST-2's are e-mailed to us.

3. Online Filing.

Please visit our web site at www.yatb.com for information on how to register for online filing.

Excel Spreadsheet Format

The table must include the following columns, at a minimum. The columns may appear in any order.

Note: We accept Microsoft Excel version 2003 or earlier.

Required Field	Column Heading (Row 1) Contains the Text:
Account Number	ACCOUNT (York Adams Tax Bureau account number, Not federal EIN.)
Social Security Number	SSN
First Name	FIRST NAME
Last Name	LAST NAME
Middle Initial	MI
Street Address	ADDRESS (The first column on which these characters are found will be treated as Address Line 1. If these characters are found on a subsequent column, it will be treated as Address Line 2.)
City	CITY
State	STATE
Zip Code	ZIP
Tax Withheld	TAX
Tax Year	YEAR
Period	PERIOD (The Quarter you are reporting i.e. 1,2,3,4)
District	DISTRICT (Please contact the Bureau for codes if you are reporting District data.)