



West Lebanon Township
322 North 22nd Street, Lebanon, PA. 17046
Phone # (717) 274-1598 Fax: (717) 274-5119

Local Service Tax

To: West Lebanon Business'
From West Lebanon Township
Subject: Local Service Tax

Enclosed are forms that you should use to file your Local Services Taxes. Please make copies for each quarter. Only the form used to list employee's name, address and social security number may be substituted with a printout of your own as long as it contains all of the required information.

The Local Service Tax is \$52.00 per employee with earnings over \$12,000.00 and is collected at a rate of \$1.00 per week. Report and payment are due by the 30th of April, July, October, and January of each year.

For proper credit, the Local Services Tax form must accompany your payment. If you have any questions, please call Julie Clouse at **717-507-0257** or email to Westlebanon@hotmail.com.

Please mail checks to West Lebanon Township, 322 N 22nd Street, Lebanon PA 17046. Payments should be made payable to "West Lebanon Township".

Keystone Collection does **NOT** collect the Local Service Tax for West Lebanon, payments should not be sent to Keystone, they should be sent directly to West Lebanon Township.

Exemption forms can be found at <https://dced.pa.gov/local-government/local-income-tax-information/>

LOCAL SERVICES TAX

WEST LEBANON TOWNSHIP

YEAR _____ Quarter _____

TOTAL NUMBER OF EMPLOYEE'S REPORTED

NUMBER OF WEEKS

X \$1.00 PER WEEK = GROSS AMOUNT OF TAX

of exempt employees _____

Miscellaneous: explain

TOTAL LST withheld from employees

PAYABLE TO: WEST LEBANON TOWNSHIP

322 N. 22nd St.

Lebanon, PA 17046

717-274-1598

Employer Name: _____

Employer Address: _____

City, State Zip _____

Federal EIN: _____

Phone: _____

Authorized Signature _____

Date: _____

REQUIRED INFORMATION

Name of West Lebanon Township Business:

Address of business in West Lebanon:

Phone # for business in WLT

