

**DUE BY:**  
**April 18th 2017**

**2016 EMPLOYER LOCAL SERVICE TAX (LST) YEAR END RECONCILIATION  
CAPITAL TAX COLLECTION BUREAU  
(FORM LST-5)**

You are entitled to receive a written explanation of your rights with regards to the audit, appeal, enforcement, refund and collection of local taxes withheld by contacting Capital Tax Collection Bureau.

**Remit Form(s) and Payment to: Capital Tax Collection Bureau, 506 South State Rd., Marysville, PA 17053 Phone Number: 717-957-7281**

FEDERAL EIN	Account Number	WORKSITE PSD CODE	YEAR
EMPLOYER BUSINESS NAME (Use Federal ID Name)			
EMPLOYER MAIN BUSINESS LOCATION - STREET ADDRESS ( <b>No</b> PO Box, RD, or RR)			
SECOND LINE OF ADDRESS			
CITY		STATE	Zip
BUSINESS PHONE NUMBER		BUSINESS FAX NUMBER	

EIN under which this employer files <u>Earned Income Tax (EIT)</u> withholding for <u>at least</u> the employees included in this LST report (may be same or different Employer No.).	EIN:
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WORKSITE ADDRESS IF DIFFERENT THAN ABOVE		
SECOND LINE OF ADDRESS		
CITY		STATE
		Zip

MUNICIPAL TAXING AUTHORITY IN WHICH BUSINESS OR WORKSITE IS LOCATED
COUNTY
SCHOOL DISTRICT

Column A Total Lst Deductions	Column B Low Income Exemptions only
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1. Total number of employees subject to LST for this municipality and school district listed above (including low income exemptions).	1.		
2. Number of employees exempt from this LST (See Section 4; Sub-section B of instructions).	2.		
3. Number of exempt employees subject to the \$5.00 LST Low Income Exemption amount only (where applicable - see Exemption Form for municipalities with Low Income Exemption amount).	3.		
4. Multiply the number in Line 3 by the \$5.00 Low Income Exemption LST amount.	4.		
5. Quarter 1 ended March 31 LST remitted to CTCB (Column A total LST deductions due CTCB, Column B only low income exemptions included in column A)	5.		
6. Quarter 2 ended June 30 LST remitted to CTCB (Column A total LST deductions due CTCB, Column B only low income exemptions included in column A)	6.		
7. Quarter 3 ended September 30 LST remitted to CTCB (Column A total LST deductions due CTCB, Column B only low income exemptions included in column A)	7.		
8. Quarter 4 ended December 31 LST remitted to CTCB (Column A total LST deductions due CTCB, Column B only low income exemptions included in column A)	8.		
9. Total quarterly payments due CTCB (Add Column A Lines 5, 6, 7, and 8, do the same for Column B).	9.		
10. Total quarterly payments actually remitted to CTCB.	10.		
11. Where Lines 9 and 10 don't equal remit amount due or submit refund request.	11.		
<b>Total Amount Due</b>			

LST Refund Request Form located at **WWW.CAPTAX.COM**

**Total Amount of Enclosed Check**

I (WE) DECLARE, UNDER PENALTY OF LAW, THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY (OUR) KNOWLEDGE.			
PRIMARY CONTACT INDIVIDUAL (First Name, Last Name)		TITLE	
PRIMARY CONTACT PHONE NUMBER		PRIMARY CONTACT EMAIL ADDRESS	
SIGNATURE OF PRIMARY CONTACT INDIVIDUAL			DATE (MM/DD/YYYY)

Make checks payable to: **CTCB**      *There will be a \$35.00 fee for returned payments and checks.*