

Capital Tax Collection Bureau Employer Online Filing Registration Form

In order to have the ability to file your EIT (earned income tax) W-2 and/or LST (local services tax) detail online starting in 2010, please complete the form below and email it to captax@captax.com, or fax it to 717-234-2962. We will register your account and issue a temporary password. Employers who process their own payroll, fill out Section 1. Payroll Processing services, please complete Section 2. Please type or write legibly.

SECTION 1 (Individual Employers)

1. Business Name: _____
2. Capital Tax Collection Bureau Account Number: _____
3. Federal EIN: _____--_____
4. Contact Person: _____
5. Contact Person's Email Address: _____
6. Contact Person's Direct Phone Number: _____

SECTION 2 (Payroll Processors):

1. Payroll Processor Name: _____
2. Federal EIN: _____--_____
3. Contact Person: _____
4. Contact Person's Email Address: _____
5. Contact Person's Direct Phone Number: _____

In addition to the above information, Payroll Processors must e-mail an Excel spreadsheet containing the following details:

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