



Lancaster Tax Collection District

1845 William Penn Way, Lancaster, PA 17601

Tax Appeal Petition

Tax Collector Contact Information

Collector Name: Lancaster County Tax Collection Bureau
Address: 1845 William Penn Way
Lancaster, PA 17601
Phone: (717) 569-4521
Web Address: www.lctcb.org

Manner of Filing Petitions

A petition may be filed by any of the following means:

[In person: At the **Tax Appeal Board** office located at **1845 William Penn Way, Lancaster, PA 17601**, any time the office is open. A petition personally delivered will be deemed filed when handed to the person in charge of the office.]

[By mail: Sent to the attention of **LCTCB, Tax Appeal Board, Attention Executive Director at 1845 William Penn Way, Lancaster, PA 17601**. A petition delivered by mail will be deemed filed when postmarked by the United States Postal Service.]

[By facsimile: Sent to the attention of **LCTCB, Tax Appeal Board, Attention Executive Director** at the following facsimile number: **(717) 735-9659**. A petition delivered via facsimile will be deemed filed on the date a complete, accessible, and legible copy of the facsimile is received by the **Executive Director.**]

[By e-mail: Sent to the attention of **Executive Director** at **Tax_Appeal_Board@lctcb.org**. A petition delivered via e-mail will be deemed filed on the date a complete, accessible, and legible copy of the e-mail is received by the **Executive Director.**]



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Taxing Authorities/Eligible Taxes

EIT = Earned Income Tax

LST = Local Services Tax

| Taxing Authority | Taxes | Taxing Authority | Taxes |
|--------------------|----------|-------------------|----------|
| ADAMSTOWN BORO | EIT, LST | MOUNT JOY TWP | EIT |
| AKRON BORO | EIT | MOUNTVILLE BORO | EIT |
| ATGLEN BORO | EIT | NEW HOLLAND BORO | EIT, LST |
| BART TWP | EIT | PARADISE TWP | EIT, LST |
| BRECKNOCK TWP | EIT, LST | PARKESBURG BORO | EIT |
| CAERNARVON TWP | EIT, LST | PENN TWP | EIT, LST |
| CHRISTIANA BORO | EIT | PEQUEA TWP | EIT |
| CLAY TWP | EIT, LST | PROVIDENCE TWP | EIT |
| COLERAIN TWP | EIT | QUARRYVILLE BORO | EIT |
| COLUMBIA BORO | EIT, LST | RAPHO TWP | EIT |
| CONESTOGA TWP | EIT | SADSBURY TWP | EIT |
| CONOY TWP | EIT | SALISBURY TWP | EIT, LST |
| DENVER BORO | EIT | STRASBURG BORO | EIT |
| DRUMORE TWP | EIT | STRASBURG TWP | EIT, LST |
| EARL TWP | EIT, LST | TERRE HILL BORO | EIT, LST |
| EAST COCALICO TWP | EIT | UPPER LEACOCK TWP | EIT, LST |
| EAST DONEGAL TWP | EIT, LST | WARWICK TWP | EIT |
| EAST DRUMORE TWP | EIT | WEST COCALICO TWP | EIT |
| EAST EARL TWP | EIT, LST | WEST DONEGAL TWP | EIT, LST |
| EAST HEMPFIELD TWP | EIT, LST | WEST EARL TWP | EIT, LST |



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| Taxing Authority | Taxes | Taxing Authority | Taxes |
|-------------------------|--------------|-------------------------|--------------|
| EAST LAMPETER TWP | EIT, LST | WEST FALLOWFIELD TWP | EIT |
| EAST PETERSBURG BORO | EIT | WEST HEMPFIELD TWP | EIT, LST |
| EDEN TWP | EIT | WEST LAMPETER TWP | EIT, LST |
| ELIZABETH TWP | EIT | WEST SADSBUY TWP | EIT, LST |
| ELIZABETHTOWN BORO | EIT, LST | COCALICO SD | EIT |
| EPHRATA BORO | EIT, LST | COLUMBIA BORO SD | EIT, LST |
| EPHRATA TWP | EIT, LST | CONESTOGA VALLEY SD | EIT, LST |
| FULTON TWP | EIT | DONEGAL SD | EIT |
| HIGHLAND TWP | EIT | EASTERN LANCASTER CO SD | EIT, LST |
| LANCASTER CITY | EIT, LST | ELIZABETHTOWN AREA SD | EIT |
| LANCASTER TWP | EIT | EPHRATA AREA SD | EIT |
| LEACOCK TWP | EIT | HEMPFIELD SD | EIT |
| LITITZ BORO | EIT | LAMPETER-STRASBURG SD | EIT |
| LITTLE BRITAIN TWP | EIT | SD of LANCASTER | EIT |
| LONDONDERRY TWP | EIT | MANHEIM CENTRAL SD | EIT |
| MANHEIM BORO | EIT | MANHEIM TOWNSHIP SD | EIT, LST |
| MANHEIM TWP | EIT, LST | OCTORARA AREA SD | EIT |
| MANOR TWP | EIT | PENN MANOR SD | EIT |
| MARIETTA BORO | EIT | PEQUEA VALLEY SD | EIT |
| MARTIC TWP | EIT | SOLANCO SD | EIT |
| MILLERSVILLE BORO | EIT | WARWICK SD | EIT |
| MOUNT JOY BORO | EIT | | |



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LANCASTER COUNTY TAX COLLECTION DISTRICT

Tax Appeal Petition

1. Petitioner Information.

| <i>If Individual Petition:</i> | <i>If Employer Petition:</i> |
|----------------------------------|--|
| Name: _____ | Employer Name: _____ |
| Address: _____ _____ _____ | Contact Person: _____ |
| Phone: _____ | Title: _____ |
| SSN*: _____ | Contact Address: _____ _____ _____ |
| Email Address: _____ | Contact Phone: _____ |
| | EIN*: _____ |
| | Email Address: _____ |

*SSN means social security number; EIN means employer identification number

If the petitioner has designated a professional representative under paragraph 15 below, petitioner understands that the Tax Appeal Board will direct notices and communications to the professional representative rather than to petitioner.

Concerning information requested below, the petitioner may provide answers immediately following the applicable question. Alternatively, the petitioner may after the applicable question indicate the answer is provided in an attachment, and provide the appropriate attachment.



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2. Please list the type of tax this appeal involves and the school district or municipality that levies or imposes the tax.

3. Please list the amount of tax at issue, the tax year this appeal relates to and, if this is an employer petition, the quarter or monthly payment period to which this appeal relates.

4. Please state what Tax Collector determination, action, or failure to act is being appealed. Attach a copy of any written determination or action. If this is a refund petition and there has been no prior denial of a refund request, state all facts relevant to the refund petition.

5. Is this matter subject to mandatory DCED mediation because it is a claim by a Taxing Authority, tax collection committee, or another tax collector involving 10% or greater deviation from taxes received in the prior year?

6. Have you received notice that this matter is subject to mandatory DCED mediation?



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12. Please concisely state all facts relevant to the Board's consideration of this petition.

[Important Note: Per Tax Appeal Board Regulation 406, please note that if you are seeking waiver of interest, penalties, or late fees, this petition **must** allege facts that (if proven) would entitle you to the waiver under the "**Lancaster County Tax Collection Bureau Interest, Penalty, and Late Fee Waiver Policy**." If you are seeking waiver of interest, penalties, or late fees, we strongly encourage you to review Tax Appeal Board Regulation 406 and the Bureau's Waiver Policy. Both documents are posted at www.lctcb.org.]

13. Please concisely state your legal arguments supporting this petition, including citation of relevant statutes, regulations, court cases, or other legal authority.

14. Please concisely state any other information you deem relevant.



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15. If a professional representative will represent you in connection with this petition, please provide the following:

Representative Name: _____

Title: _____

Address: _____

Phone: _____

Email Address: _____

The petitioner authorizes the Tax Collector and the Tax Appeal Board to release to this professional representative any confidential information relating to the petitioner.

Petitioner Signature and Verification

I verify that the facts set forth in this Tax Appeal Petition are true and correct to the best of my knowledge, information, and belief. This Petition is not filed for purposes of delaying payment of tax or delaying compliance with any other legal obligation. I understand that false statements in this Tax Appeal Petition are punishable under the Pennsylvania Crimes Code, 18 Pa.C.S.A. § 4904.

Date: _____

Petitioner Signature