



Lancaster County Tax Collection Bureau

1845 William Penn Way, Suite One

Lancaster, PA 17601-6713

Phone: (717) 569-4521

Fax: (717) 569-1623

www.lctcb.org

EMPLOYER ELECTRONIC FILING EXEMPTION REQUEST FORM

EMPLOYER INFORMATION

Company Name: _____

Company Mailing Address: _____

FEIN: _____ Phone Number: _____

Contact Name: _____ Contact Email: _____

HARDSHIP EXPLANATION

- Plain Community Business that does not keep or use electronic records.
- Employer who does not use a payroll service and has fewer than 10 employees. Please provide an explanation of how submitting your records electronically represents an undue hardship for your business and attach relevant supporting documentation for consideration if any is available: _____

Signature: _____

Printed Name: _____

Title: _____

Date: ____/____/____

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund, and collection of taxes collected by LCTCB by requesting the Lancaster County Tax Collection Bureau Taxpayers Bill of Rights Disclosure Statement. To obtain a copy, access the LCTCB website at www.lctcb.org, call LCTCB at (717) 569-4521 Monday through Friday between the hours of 8:00 AM and 4:00 PM, or send a written request to LCTCB at 1845 William Penn Way, Suite One, Lancaster, PA 17601-6713.