



# 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](http://www.lctcb.org)

## **EMPLOYER CHANGE REQUEST FORM**

Terminate Account       Change of Address

### **EMPLOYER INFORMATION**

Company Name: \_\_\_\_\_

FEIN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### **CHANGE OF ADDRESS**

New Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **TERMINATE ACCOUNT**

Reason:

Business Sold       Business Closed       No Employees       Moved Out of Jurisdiction

Date of Last Payroll: \_\_\_/\_\_\_/\_\_\_      Signature: \_\_\_\_\_

Title: \_\_\_\_\_      Printed Name: \_\_\_\_\_

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](http://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.