



Lancaster County Tax Collection Bureau

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www.lctcb.org

LCTCB eReporting Website Instructions

Revised December 07, 2012

What's New!

These instructions include information on how to file Year-end Reconciliations using eReporting.

Other changes in this version of eReporting include:

- **New filtering options on the Submission Status tab for the Master/Summary and Summary Only status displays.**
- **Pay Now feature on the Summary Only status page.**
Selecting the Pay Now option on an Accepted Unpaid submission takes you directly to the Make a Payment tab and displays only that submission for payment processing regardless of how many accepted submissions you may have.
- **Confirm Now feature on the Summary Only status page.**
Selecting the Confirm Now option on a Year-End Accepted Unconfirmed submission takes you directly to the Y-E Confirmation tab and displays only that submission for confirmation regardless of how many accepted submissions you may have.
- **Payment options have been renamed and rearranged in the Make a Payment process. ACH Debits now require you to enter the Bank Name in addition to the other information.**

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Welcome to eReporting


eReporting is the Lancaster County Tax Collection Bureau (LCTCB) Employer portal for filing quarterly and year end earned income tax and local services tax detail and payments. eReporting lets employers and payroll processors submit details and payments electronically using properly formatted electronic files or directly submit data by entering the employees in the system and then entering wage and tax amounts for those employees.

Who Should Use eReporting?

All employers, accounting firms and payroll processors submitting wage and tax detail and payments to the Lancaster County Tax Collection Bureau (LCTCB).

Using eReporting

Some of the basic navigation and other tips on using eReporting are:

- Access additional help by clicking the question mark next to any field. 
- There are several links to helpful instructions and other information throughout the site formatted in the typical blue, underlined link format.
- All mandatory fields on the website are marked with a red asterisk

Other Resources

Please see our website at www.lctcb.org/employer to find additional information about the reporting requirements and reporting options Act 32 places on employers. Additional information on acceptable file formats for electronic submission is also available on the website.

Special Guidelines for Accounting Firms and Payroll Processors

The “Rules of the Road” for accounting firms and other payroll preparers that process payrolls for their employer clients are:

1. Register on eReporting with the user type 3rd Party Provider. Optional: If you also submit your firm’s payroll data to LCTCB, you can either:
 - a. Include your firm as a company in your 3rd Party Provider registration or,
 - b. If you want that data kept separately, you can register your firm separately on eReporting as an Employer user type using a different email address than the one used to create the 3rd Party Provider registration.
2. Set up all the companies for which you will be reporting in the Worksite/Company section. At least one company must be entered during the registration process. We recommend that you only enter one company at the time of registration and then enter your other clients after you have received the email approving your registration and completed the password creation step. All companies for which you will be submitting payroll information must be set up under your 3rd Party Provider registration. **DO NOT REGISTER YOUR EMPLOYER CLIENTS SEPARATELY UNDER THE EMPLOYER USER TYPE.**

NOTE: The system will allow several persons to be logged in using the same credentials to process the submissions for different companies under your registration.

3. Companies with worksites in more than one PSD should be set up as:
 - a. A single company if you will be submitting the data via a file using our LCTCB Enhanced EFW2 format or our Excel spreadsheet template with the required resident and work location PSD data completed.
 - b. A separate worksite for each location if submitting the data via Direct Submission.
Example: ABC, Inc (EIN 11-1111111) has employees at its location in West Lampeter Township and other employees at its location in Lancaster City. In this case, create two worksites using the same EIN for each but with the different location address. Employees will be entered in the Employees section and be assigned to the appropriate location.

What if I have already registered my clients as Employers?

You must add the client as a company under your new 3rd Party Provider registration and discontinue any usage of the Employer registration for that client. The reason for this is eReporting will not allow new employer registrations for an already registered EIN. If a client you have registered under the Employer user type would take their payroll function back in house they would not be able to register themselves in eReporting with their EIN. However, if you take on a client that is already registered as an Employer on the system or was with another firm, you can add them as one of your companies under your 3rd Party Provider registration without any problems.

Selecting the Right Account Type

Before beginning the registration process, you must determine which type of account you need to create. Once the account type is selected and you submit your registration, the account type cannot be changed. The two types of registrations are:

1. **3rd Party Provider** – all entities submitting local earned income wage and tax detail and payments on behalf of clients must register as a 3rd Party Provider.
2. **Employer** – all employers handling their own local earned income tax filings should register as an Employer. If you as an employer file for multiple entities that have different Federal ID numbers (FEIN), it is **not** necessary to have a separate account for each FEIN. You can have multiple companies for whom you do the reporting under your single Employer registration.

Registering on eReporting

All employers and payroll processors that report to LCTCB are required to register on eReporting as a new user. The steps required for registering on eReporting are:

1. Register on the site at <https://lctcb.localtaxonline.org/eReporting/Logon.aspx>.
2. Receive a confirmation email approving your registration.
3. Use the link received in the email to confirm your registration.

For ease of use, a single registration/logon can be used for multiple companies with different EINs and multiple worksites under a single EIN.

Registering on eReporting requires the entry of basic information and the creation of at least one worksite/company.

The screenshot displays the 'LOGON' page with two tabs: 'EXISTING USER' (selected) and 'NEW USER'. Below the tabs, 'STEP 1: ENTER USER NAME AND PASSWORD FOR EXISTING USERS OR SELECT AN ACCOUNT TYPE FOR NEW USERS' is shown. The 'EXISTING USER' section has fields for 'User Name' and 'Password', with links for 'Forgot username' and 'Forgot password'. The 'NEW USER' section has a 'Filing Type' dropdown menu. 'STEP 2: TYPE THE SECURITY CODE DISPLAYED BELOW INTO THE BOX' shows a security code '295334' and a link 'Click here if you are having trouble reading this code.' 'STEP 3: REVIEW THE TERMS AND CONDITIONS' shows a checkbox for 'BY CHECKING THIS BOX, I AGREE TO THE TERMS & CONDITIONS AS STATED.' 'STEP 4: REVIEW THE FOLLOWING CONFIDENTIALITY INFORMATION AND CLICK SUBMIT TO CONTINUE' shows a 'Submit' button.

On the Logon screen:

1. Select **New User**
2. Select Filing Type **Employer** or **3RD Party Provider**
3. Enter the security code displayed
4. Read the Terms and Conditions and check the box agreeing to the terms
5. Click **Submit**

The first registration page has some minor differences depending on if you register as an Employer or a 3rd Party Provider.

The following displays the **3rd Party Provider** registration page:

REGISTRATION

BASIC FILING INFORMATION

Organization Name *
 Contact Name *
 Contact Title *
 Phone Number * () - Ext

Default Information
 Type of Filing
 Type of Tax
 Filing Format
 Template Sequence ☒ By SSN ☐ By Name ☐ By Employee #
 EIT Submission period ☒ Quarterly ☐ Monthly
 LST Submission period ☒ Quarterly ☐ Monthly

PHYSICAL LOCATION

Physical Location
 Address 1 *
 Address 2 *
 City *
 State * PA Country * USA
 Zip Code * -

☐ **Mailing Address is different from Physical Location**

Address 1
 Address 2
 City
 State PA Country USA
 Zip Code -

GENERAL INFORMATION

Local Contact Information
 Name *
 Title *
 Phone Number * () - Ext
 Fax Number () -
 Email Address

Alternate Contact Information
 Name
 Title
 Phone Number () - Ext
 Fax Number () -
 Email Address

The following displays the **Employer** registration page:

REGISTRATION

BASIC FILING INFORMATION

Organization Name *
 Contact Name *
 Contact Title *
 Phone Number * () - Ext

☐ Continue receiving paper copies of the Employer Filing Form

Notice of Intention to File with a Single Tax Collection District
☐ I will be filing a combined return with

Default Information
 Type of Filing
 Type of Tax
 Filing Format
 Template Sequence ☒ By SSN ☐ By Name ☐ By Employee #
 EIT Submission period ☒ Quarterly ☐ Monthly
 LST Submission period ☒ Quarterly ☐ Monthly

Certificate of Residency
☐ Allow Organization to Determine if Required
☐ Maintain Certificates of Residency for electronic file submissions

NOTE: All fields marked with a red asterisk are required fields.

Default Information

Both types of registrations require you to accept or change the default selections. The default information is used to display information in other parts of the application to reduce the amount of extra selections required during the submission process. This is only default information; it does not mean that you must you these options for every company or worksite you are submitting. For example, regardless of the default selection you make for filing format, you can still submit some filings using Direct Submission and others using Electronic Submission.

The default settings are:

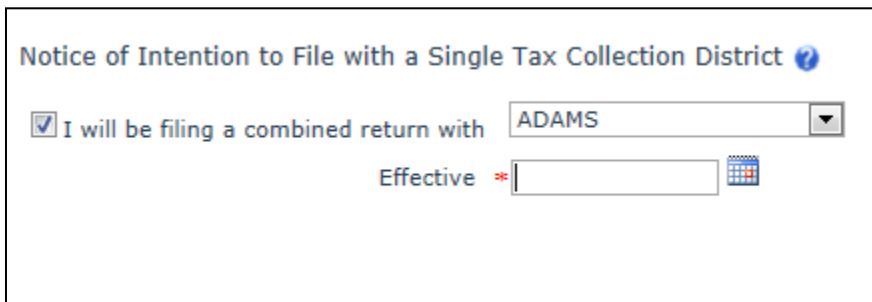
1. Type of Tax:
 - a. **EIT** (Earned Income Tax) – select this if you will be filing only EIT or if you will be filing your EIT and LST using electronic file uploads. Currently, separate electronic file uploads are required to file the EIT and LST. They cannot be included on the same spreadsheet.
 - b. **LST** (Local Services Tax) – select this if you will be filing only LST on this website.
 - c. **EIT_LST** – select this only if you will be filing both EIT and LST AND you will be using Direct Submission to complete your submissions.
2. Filing Format:
 - a. **DIRECT SUBMISSION** – select this default if you will be entering and maintaining your employees in the website and completing the tax and withholding detail in the Direct Submission template.
 - b. **EFW2 – LCTCB FORMAT** – select this default if you will be filing using an EFW2 file formatted to the specifications of LCTCB.
 - c. **EXCEL SPREADSHEET** – select this default if you will be filing using an Excel file formatted to the specifications of LCTCB.
3. **Template Sequence** – this is only used when completing a Direct Submission and prompts the system to display your employees in order of SSN, Name or an internal Employee number you maintain within your organization. When keying the data into the Direct Submission template you can display the employees in the same way your input form is organized.
4. **EIT Submission Period** – For 3rd Party Providers, this is always quarterly and cannot be changed. For Employers, you can change your filing period to monthly by selecting the combined return checkbox. See Filing Combined Return in the following section.
5. **LST Submission Period** – This is always quarterly for both types of registrations.

Filing a Combined Return

This option is **only available for the Employer registration**. Only select “I will be filing a combined return with” if the company is a multisite employer defined in Act 32 as an employer with offices/locations in more than one tax collection district and you will be reporting the withholdings from all locations to LCTCB. *Selecting this option requires you to file **MONTHLY** and the system assigns a monthly reporting frequency to your registration.*


To designate you will be filing combined monthly returns with LCTCB:

1. Select the **I will be filing a combined return with** checkbox.

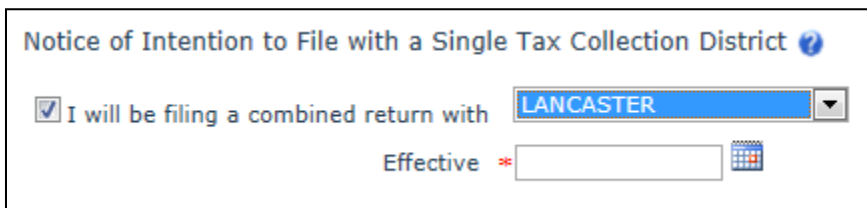


Notice of Intention to File with a Single Tax Collection District ?

☒ I will be filing a combined return with ADAMS


Effective : 

2. From the drop-down box, select **LANCASTER**.



Notice of Intention to File with a Single Tax Collection District ?

☒ I will be filing a combined return with LANCASTER

Effective : 

3. For the **Effective** date, enter the first day of the period you will begin filing the combined return in the **MM/DD/YYYY** format (01/01/2012).

Completing the Registration and Entering Companies/Worksites

To complete your registration, you must add at least one WorkSite/Company. If you have one company and one worksite, you will only need to create one. However, you can also use this single registration for filing for one company with multiple worksites or for filing for multiple companies.

NOTE: We suggest you only add the one required Company/Worksite and then add additional ones after you have received approval for your registration.

Example 1: A single company (all under the same EIN) with physical locations in more than one municipality (PSD). Create a separate worksite for each of the physical locations if using Direct Submission for filing wage and tax detail. *If you will be using Electronic Submission with a properly formatted data file containing all the required information, it is not necessary to create multiple worksites for a single company EIN. The data file must have the employee's work location PSD.*

Example 2: If you are reporting for two or more companies (different EINs), set up each company separately in the WorkSite/Company section. *It is not necessary to create a separate registration for each company.*

When you complete the registration page, click **Continue**. You will now see a new tab on the page called **Companies** for 3rd Party Providers or **Worksites** for Employers.

The screenshot displays a web-based registration form with the following sections:

- REGISTRATION**
 - BASIC FILING INFORMATION**
 - Organization Name: TEST2012
 - Contact Name: STEVE
 - Contact Title: ADMIN
 - Phone Number: (555) 555-5555 Ext.
 - Default Information**
 - Employers are required to register: ☒ Yes ☐ No
 - Type of Filing: BRD PARTY PROVIDER
 - Type of Tax: EIT
 - Filing Format: DIRECT SUBMISSION
 - Template Sequence: ☒ By SSN ☐ By Name ☐ By Employee #
 - EIT Submission period: ☒ Quarterly ☐ Monthly
 - LST Submission period: ☒ Quarterly ☐ Monthly
- PHYSICAL LOCATION**
 - ☐ Mailing Address is different from Physical Location
 - Physical Location**
 - Address 1: 123 MAIN ST
 - Address 2:
 - City: LANDISVILLE
 - State: PA Country: USA
 - Zip Code: 17538 -
 - Mailing Address**
 - Address 1:
 - Address 2:
 - City:
 - State: PA Country: USA
 - Zip Code: -
- GENERAL INFORMATION**
 - Local Contact Information**
 - Name: STEVE
 - Title: ADMIN
 - Phone Number: (555) 555-5555 Ext.
 - Fax Number: () -
 - Email Address:
 - Alternate Contact Information**
 - Name:
 - Title:
 - Phone Number: () -
 - Fax Number: () -
 - Email Address:

Buttons at the bottom: Edit, Continue, Cancel.

To add the Companies/Worksites:

1. Click the **Companies/Worksites** tab.

The screenshot shows the 'Registration' page with the 'Companies' tab active. At the top, there are tabs for 'Main' and 'Companies'. Below them is a 'REGISTRATION' section with a search bar, 'Search' and 'Reset' buttons, and a checkbox for 'Show Active Locations Only'. A dark blue footer bar contains the text 'WORKSITES / COMPANIES' with a help icon and a button labeled 'ADD A NEW WORKSITE / COMPANY'.

2. Click **Add a new WorkSite/Company** to access the setup screen.

The screenshot displays the 'WORKSITE/COMPANY' setup form. It includes sections for:
- **Identification:** Local Tax Office ID, Trade Name (DBA), Your Reference ID, Tax ID (EIN #), Form of Ownership, and Nature of Business.
- **Certificate of Residency:** A checkbox to 'Maintain for This WorkSite'.
- **PHYSICAL LOCATION:** Address 1, Address 2, City, State (dropdown), Country (dropdown), Zip Code, County (dropdown), School District (dropdown), Municipality (dropdown), and a 'KOD' Yes/No option.
- **GENERAL INFORMATION:** Business Start Date, Business Termination Date, Accounting Period, and Accounting Basis.
- **Contact Information for Person in Charge of Records:** Name, Title, Phone Number, Fax Number, and Email Address.
- **Mailing Address:** A checkbox 'Mailing Address is different from Physical Location' followed by address fields.
- **Business Contact Information:** Name, Title, Phone Number, Fax Number, and Email Address.
- **Lease / Rent Contact Information:** Name, Title, Phone Number, Fax Number, and Email Address.
At the bottom are 'Save' and 'Cancel' buttons.

Certificate of Residency/Maintain for This Worksite –Do NOT check this box.

Physical Location – Typically the primary location for this company within the LCTCB jurisdiction or one of multiple locations for the company. For example, an out of state or out of LCTCB jurisdiction employer with a store or location within the LCTCB jurisdiction should enter the address for the location within the LCTCB jurisdiction and complete the Mailing Address section if you want correspondence directed to another location.

County/School District/Municipality – if the Physical Location address is in Pennsylvania, you must select the County, School District and Municipality for the location.

Business Start Date– typically the date you began filing with LCTCB.

Business Termination Date – only enter a date in this field if you will be discontinuing your reporting to LCTCB on the date entered.

3. When you have completed the information on this screen, review it for accuracy and click **Save** to end.
4. Click **Return to Registration**.
5. Click the **Main** tab.

6. Click **Continue**.

NOTE: User names must be unique in the system. If the user name you enter has already been created by another user, you will receive a message to select a different user name.

7. Enter your desired User Name and your email address and click **Submit**.



USER CONFIRMATION
A confirmation email has been sent to your email address. You will receive an activation email once your registration is approved.

8. LCTCB will review your registration. When approved, you will receive an email that looks similar to the following:

Please click on the following link to confirm the email address for your eReporting account: http://tax2.rba.com/EReportingTest/LCTCB/User/Validate.aspx?id=1cfc6d07-faaf-4b1a-891e-31c49780567c

NOTE: If clicking the link does not open a browser window, copy and paste the link in your browser.

9. Click the link:

USER PROFILE
CREATE PASSWORD
Password  *
Confirm Password  *

10. Enter and confirm your password and click Submit.

USER CONFIRMATION
Your password was approved, you may now log on and use the system

You are now registered and able to use the eReporting system.

eReporting Site Structure

The eReporting website consists of tabs employers use to enter or load detail and to make a payment to the Bureau.

Registration	Employees	Direct Submission	Electronic Submission	Submission Status	Make a Payment	Y-E Confirmation
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The type of detail submission used by an employer determines which of the tabs must be used. The tabs are:

Registration – used to enter registration information and select default information. This tab is also used to set up worksites and/or companies.

Employees – used to enter employee information required for Direct Submission. If employee information is maintained on the employees tab, this satisfies the Certificate of Residency requirement in Act 32. **Employers uploading all required detail using an acceptable Electronic Submission file format do NOT need to enter employee information.**

Direct Submission – used to directly enter employee wage and tax detail for monthly, quarterly and yearend reporting. This submission type requires employees be entered using the employees tab before creating the direct submission.

Electronic Submission – used to upload employee wage and tax detail using data files in a format accepted by LCTCB for monthly, quarterly and yearend reporting.

Submission Status – this tab maintains a history of all employer submissions along with the status of those submissions.

Make a Payment – used to make a payment associated with the employer’s detail submission. **Payments must be linked to a submission of wage and tax detail. This site does not allow employers to make payments to the Bureau without supporting detail.**

Y-E Confirmation – used to verify and confirm submitted yearend reconciliations.

Page Navigation

When the number of companies, employees or submissions in the application exceeds the number that can be displayed on the page, links to the additional pages appear at the bottom right side of the window as shown below:

801.85	0.00	PROCESSED
801.85	0.00	PROCESSED
801.85	0.00	PROCESSED
<div>Page Numbers</div> <div>12</div>		

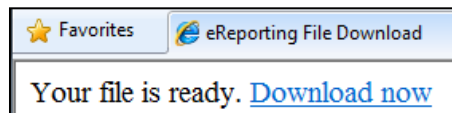
Printing in eReporting

Various reports are available for printing throughout the eReporting application. All reports are generated as .pdf documents and will require Adobe Reader software to view them. Adobe Reader is free software that can be downloaded from www.adobe.com.

These documents can be printed and/or saved on your computer.

To print in eReporting:

1. Click **Print** on the report you want to print. There will be a slight delay as the report is generated and you will then see a new tab in your web browser similar to the following:



2. Click **Download now**.
3. **Open** or **Save** the generated pdf file.

NOTE: If you don't see the Download now message you may need to change the settings in your web browser to allow pop-ups from the eReporting application.

Editing an Employee

Employee information changes are also maintained on the Employees tab. Employees are listed on the Employees tab by worksite/company.

EMPLOYEES

Worksite: Name
Location

LIST OF EMPLOYEES **ADD A NEW EMPLOYEE**

Sort By ☒ Show Active Employees Only

	SSN Name Employee #	Address Res/NonRes	County School Municipality		
Edit	111-11-1111 DOE JANEY	125 E ORANGE ST LANCASTER, PA 17601 RESIDENT	LANCASTER LANCASTER S D LANCASTER CITY	Worksites/ Companies	Print

To Edit employee information:

1. From the Name drop-down list, select the worksite to which the employee is assigned or show all employees from all worksites.
2. Click **Edit** to the left of the employee name.
3. Make the necessary changes and click **Save**.

Employee Status

Employees have a status of Active or Inactive. You can filter the display on the employees tab to show just active employees for a worksite. All employees are set to Active by default when entered.

To change an Active employee to Inactive or restore an Inactive employee to Active status, click **Worksites/Companies** to the right of the employee name.

FRANCIS RYAN

Worksites / Companies	Address	Inactive Date	
EASY TIMES	1522 MAIN ST LANCASTER PA 17602		Inactivate
TEST LST	78 ORANGE ST LITITZ PA 17543		Inactivate

OK

Click **Inactivate**, or **Activate**, and click **OK** to accept the change in status. You must add a date to indicate when the employee was set to Inactive status.

Printing Options

The Employees tab has options to print employee listings and certificates of residency. Certificates of residency can be printed in bulk for all employees or all employees for a particular worksite. A certificate of residency can also be printed for a single employee.

Print Employee/WorkSite Listing

- use this to print a complete listing of all employees or for all employees of a particular worksite. There are many filtering and sorting options available to use when printing the list.

Print Certificate of Residency

- use this to print certificates of residency for all employees or for all employees of a particular worksite. There are many filtering and sorting options available to use when printing the list.

To print a Certificate of Residency for a single employee, click Print to the right of the employee information.

EMPLOYEES

Worksite: Name Location

LIST OF EMPLOYEES **ADD A NEW EMPLOYEE**

Sort By ☒ Show Active Employees Only

	SSN Name Employee #	Address Res/NonRes	County School Municipality		
Edit	111-11-1111 DOE JANEY	125 E ORANGE ST LANCASTER, PA 17601 RESIDENT	LANCASTER LANCASTER S D LANCASTER CITY	Worksites/ Companies	Print

Click Print to print a Certificate of Residency for a single employee

Direct Submission

Direct Submission is used to enter and submit wage and tax detail for employees that have already been entered using the Employees tab. When you first access the Direct Submission tab, a prompt displays asking you to enter the new submission data or select an existing, incomplete submission to view.

The screenshot shows a web form titled "NEW SUBMISSION" with a blue heart icon. It contains the following fields and controls:

- Worksite:** A dropdown menu labeled "Name" and a text input field labeled "Location".
- Reconciliation:** Two checkboxes: "Year-end reconciliation" and "No withholdings this period".
- Tax Year:** A text input field.
- Type of Tax:** A dropdown menu with "EIT" selected.
- Quarter:** A dropdown menu.
- Buttons:** "Add" and "Return To Registration".

Below the "NEW SUBMISSION" section is a section titled "OR EXISTING SUBMISSION" with a blue heart icon. It includes:

- A text input field for searching.
- A "Search" button.
- A red text label "No Record".
- A "Return To Registration" button.

Click **Select** next to the existing submission you want to view or **Delete** to remove it. To create a new submission:

1. Select the worksite
2. Select the type of tax being submitted (EIT, LST or EIT_LST to enter both withholdings in the same submission)
3. Enter the Tax Year
4. Select the Quarter
5. Click **Add**.

DIRECT SUBMISSION

Worksite: Location:

Edit Type of Tax: Tax Year: Quarter:

Sort By: Sequence By: Go To Seq #:

Edit Seq #	SSN Name Employee #	Wages Subject to Tax	Earned Income Tax Withheld	Address Res/NonRes	County School Municipality	
Edit 1	111-11-1115 MACARONI AUBS	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	572 AVENUE AVE LITITZ, PA 17543 RESIDENT	LANCASTER WARWICK S D LITITZ BORO	Delete
Edit 2	222-22-2221 JONES JOEY	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	123 ANY RD GAP, PA 19555 RESIDENT	CHESTER OCTORARA AREA S D HIGHLAND TWP	Delete
Edit 3	222-22-2224 BOBO SASA	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	952 MY NEXT ST COLUMBIA, PA 17512 RESIDENT	LANCASTER COLUMBIA BORO S D COLUMBIA BORO	Delete
Edit 4	357-22-2222 JOHNSON ANDRE	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	54 LEMON ST LANCASTER, PA 17603 RESIDENT	LANCASTER LANCASTER S D LANCASTER CITY	Delete
Edit 5	444-44-4443 OTTENTOTTEN BOBO C	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	852 LONGAND BLVD APT ANY LANCASTER, PA 17603 RESIDENT	LANCASTER LANCASTER S D LANCASTER CITY	Delete
Edit 6	444-44-4444 SMITH SADIE	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	852 THIS AVE LANCASTER, PA 17601 RESIDENT	LANCASTER CONESTOGA VALLEY S D EAST LAMPETER TWP	Delete
Edit 7	555-55-5555 SMITH MICHAEL	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	555 NOWHERE RD LANCASTER, PA 17602 RESIDENT	LANCASTER LAMPETER-STRASBG S D WEST LAMPETER TWP	Delete
Edit 8	555-55-5556 GREEN JAKE	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	652 SOMEWHERE ST MOUNTVILLE, PA 17515 RESIDENT	LANCASTER HEMPFIELD S D MOUNTVILLE BORO	Delete
Edit 9	666-66-6667 FRANCIS RYAN	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	555 ROUND CIR MANHEIM, PA 17556 RESIDENT	LANCASTER MANHEIM CENTRAL S D MANHEIM BORO	Delete
Edit 10	777-77-7778 DOE EMMA	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	785 SNOWFALL DR LANCASTER, PA 17602 RESIDENT	LANCASTER LAMPETER-STRASBG S D WEST LAMPETER TWP	Delete

<< ... 1 2 ... >>

# of Entries # of Employees	Total Wages Subject to Tax	Total Earned Income Tax Withheld	Total Local Service Tax Withheld
14 14	0.00	0.00	0.00

[Add an Entry](#) [Print a Proof Report](#) [Submit](#)

The Direct Submission page displays with all active employees for the selected worksite with fields to enter the gross wages for the period and the tax amounts for the type of taxes you selected. Ten employees per page will display and can be sorted by SSN or Name. If more than ten employees, page links display at the bottom right of the employee list.

The Direct Submission page is designed to let you:

1. Enter the employee wage and tax withholding information.
2. Edit an employee's information.
3. Delete an employee from the submission. *This only removes the employee from the submission and does not delete the employee record*
4. Add a new employee directly without needing to first go to the Employees tab.
5. Add a new record for an employee that moved so you can split the wage and tax information for the employee based on the earnings while living at each residence.
6. Print a proof report for verification of data accuracy.
7. Submit your data when finished.

The Direct Submission page will also color code certain items based on the following

criteria:

You may have multiple entries per SSN if an employee moved.

RED (Address) warns that the most recent Certificate of Residence differs.

GREEN (SSN) designates a duplicate entry.

BLUE designates the most recently selected entry.

YELLOW indicates the taxes withheld are outside of expected parameters. Please verify these figures for accuracy.

GRAY designates that this tax's withholdings must be reported directly to this municipality.

As data is entered in each field, it is saved by the system and the summary refreshes to show the current totals. To complete the direct submission:

1. Enter the state wages subject to the tax for each employee.
2. Enter the amount of tax withheld for each employee.
3. Print or display the proof report to verify the data entry.
4. When all data is verified, click **Submit** and receive the acceptance message.

SUBMISSION ACCEPTED

Your Submission Reference Number: **2263**

[Acknowledgement](#) [Status](#) [Make a Payment](#) [Return](#)

A unique Submission Reference Number is assigned to each submission.

Acknowledgement will print the submission acceptance report, **Status** will take you to the Submission Status page, **Make a Payment** will take you to the Make a Payment page and **Return** will take you back to the New Submission page.

*NOTE: Until you make a payment on a submission, you can still edit it or void it completely. **The Direct Submission process is not complete until you make a payment.***

Electronic Submission

The Electronic Submission page will let you load employee wage and tax data using data files in a format approved and accepted by the Bureau.

*NOTE: If you use one of the approved electronic submission file formats **WITH ALL THE REQUIRED INFORMATION**, it is not necessary to enter all your employees on the Employees page.*

Approved file formats are:

1. **LCTCB Excel Spreadsheet** – If using Excel, you **MUST** use the Excel Spreadsheet format the Bureau has created to file employee wage and tax detail. Excel files in any other format will not successfully load in eReporting. Find the Excel spreadsheet and Excel instructions at

<http://www.lctcb.org/employer/>

*NOTE: **The Excel file must be saved as an .xls or .xlsx file type.** Do not submit .xlt, .csv, .txt or any other type of file.*

2. **Enhanced EFW2 (MMREF)** – this is the same format used to file Federal and State wage and withholding information but modified to include Local withholding, residence PSD code, work location PSD code and the local tax type. Find the EFW2-LCTCB format specs at

<http://www.lctcb.org/employer/>

Electronic Submission Processing

Once submitted, electronic submission files are processed by a background service running on the server. This service picks up new electronic submissions every 5 minutes. Depending where you are in the five minute cycle, it can take from 1 to 5 minutes for the system to begin reading and processing the file. The time it takes to actually process the file can vary depending on the size of the file or the amount of activity being experienced on the website.

Submitting an Excel Spreadsheet

You must entirely complete an Excel spreadsheet that complies with the LCTCB formatting requirements prior to uploading it to the eReporting system.

To submit using the Excel Spreadsheet:

1. After logging in to eReporting, select the **Electronic Submission** tab.
2. The default information you selected on the Registration tab determines how the Electronic Submission page first displays. If you selected Excel Spreadsheet as your default Filing Format, the page displays as follows:

The screenshot shows the 'Electronic Submission' tab selected in the top navigation bar. Below the navigation bar, the page title 'ELECTRONIC SUBMISSION' is displayed. The page is divided into three steps: 'STEP 1: MEDIA INFORMATION', 'STEP 2: ENTER WAGE AND TAX INFORMATION', and 'STEP 3: UPLOAD FILE'. In Step 1, the 'File Format' is set to 'Excel Spreadsheet', and there is a checkbox for 'Year-end reconciliation'. In Step 2, the 'Wages Subject to Tax' field is set to '0.00'. Below this, the 'Earned Income Tax Payment Information' section shows 'Total Earned Income Tax Withheld' and 'Total Taxes Withheld', both set to '0.00'. In Step 3, there is a 'Browse...' button and a 'Submit' button at the bottom.

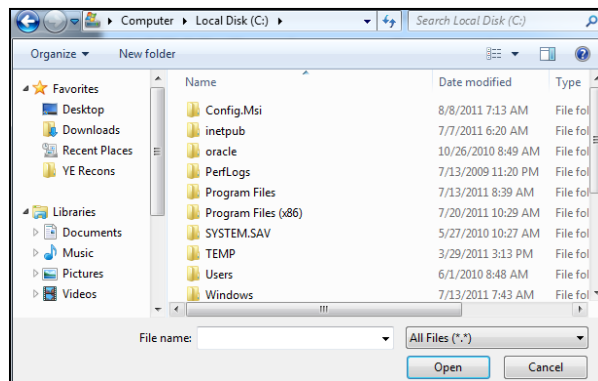
If you do not see the display as above, from the **File Format** drop-down list select **Excel Spreadsheet**.

3. Enter the **Tax Year**, from the **Type of Tax** drop-down list, select the type of tax you are loading, **EIT** or **LST** and select the **Quarter** you are filing.

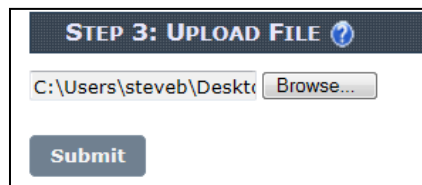
NOTE: Currently you cannot submit both EIT and LST on a single spreadsheet.

4. In the **Wages Subject to Tax** field, enter the sum of the wages on the spreadsheet being loaded. The system uses this figure as a control total and will reject the file if the wages entered here do not equal the wages on the spreadsheet.
5. In the **Total Tax Withheld** field, enter the sum of the taxes on the spreadsheet being loaded. The system uses this figure as a control total and will reject the file if the taxes entered here do not equal the taxes on the spreadsheet.

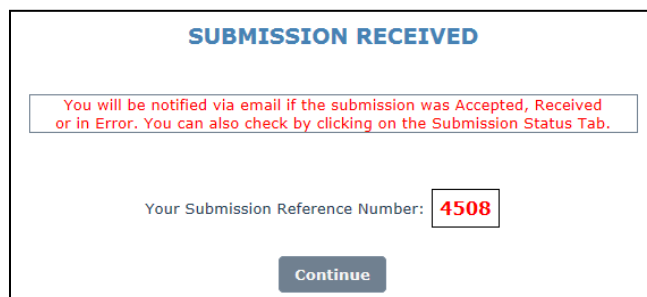
6. Click **Browse**.



7. Navigate to your file, select it and click **Open**.



8. Click **Submit**.



Your file is now in the queue to be processed by the web service. Visit and refresh the Submission Status tab as necessary to view the results of the file processing.

Submitting an EFW2-LCTCB Formatted File

The data in the EFW2 file must be complete and comply with the LCTCB formatting requirements prior to uploading it to the eReporting system.

To submit using the EFW2-LCTCB Format:

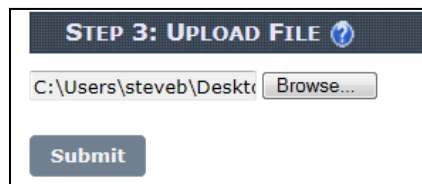
1. After logging in to eReporting, select the **Electronic Submission** tab.
2. The default information you selected on the Registration tab determines how the Electronic Submission page first displays. If you selected EFW2-LCTCB Format as your default Filing Format, the page displays as follows:



The screenshot shows the 'Electronic Submission' tab selected in the top navigation bar. Below the tabs, the page title is 'ELECTRONIC SUBMISSION'. Under 'STEP 1: MEDIA INFORMATION', there is a 'File Format' dropdown menu set to 'EFW2 - LCTCB Format'. Below this is a checkbox for 'Year-end reconciliation'. Further down, there are three fields: 'Tax Year' (an empty text box), 'Type of Tax' (a dropdown menu set to 'EIT'), and 'Quarter' (a dropdown menu). Under 'STEP 2: UPLOAD FILE', there is a text box for the file path and a 'Browse...' button. At the bottom left is a 'Submit' button.

If you do not see the display as above, from the **File Format** drop-down list select **EFW2-LCTCB**.

3. From the **Type of Tax** drop-down list, select the type of tax you are loading, **EIT**, **LST** or **EIT_LST** (both).
4. In the **Tax Year and Quarter** section, enter the tax year in the open field and select the quarter from the drop-down list.
5. Click **Browse**, navigate to your file, select it and click **Open**.



The screenshot shows 'STEP 3: UPLOAD FILE'. It features a text box containing the file path 'C:\Users\steveb\Desktop' followed by a 'Browse...' button. At the bottom left is a 'Submit' button.

6. Click **Submit**.

The Submission Received box displays.

Submission Status

The Submission Status page lets you see the status of your submissions, print submission acknowledgements and detail, and edit or void submissions that have not been paid. There are two tabs on the Submission Status page. The first tab you see when you go to the Submission Status page depends on the default filing format you selected on the Registration page. The two tabs are:

Summary Only – this tab displays first if your default filing format is direct submission. There is really no need to use the Master/Summary tab if using direct submission because there is a one to one relationship between the Master and the Summary Only tabs.

Master/Summary - this tab displays first if your default filing format is electronic submission. When using electronic submission, each Master Record represents one uploaded file. A summary is created for each Worksite/Company and for each Year/Period included in the uploaded file. Click the plus sign on the Master Record to see the included summaries. The summaries can also be seen on the Summary Only tab.

Master/Summary Statuses

The status seen on the Master/Summary tab is the status of the entire submission. If a file was loaded using electronic submission, this is the overall status of the full file. The status codes for Master Records are:

Received (Year-end Received) – The electronic submission file has been loaded but has not yet been picked up to be read by the web service.

Processing (Year-end Processing) – the file is being read by the web service.

Rejected (Year-end Rejected) – after being read by the web service, the file has been rejected for one or more reasons and the submission is unsuccessful. Print the error report to see why the file was rejected.

Processed (Year-end Processed) – the file has been read by the web service and one or all of the summary records have been accepted.

Finalized (Year-end Finalized) – the Master Record has been completely processed and no further action can be taken. The Master Record will have this status if it has been voided or if all the submissions contained in the file have been paid.

Summary Only Statuses

The status seen on the Summary Only tab is the status of each direct submission or each summary record generated by the electronic submission of a data file.

Accepted Unpaid (Year-end Accepted Unconfirmed) – this submission has been successfully submitted and verified **but has not yet been paid.**

Accepted /W (Year-end Accepted/W) – this submission has been successfully submitted and can be paid but some warnings were generated that can be viewed by printing the error report.

Error – this submission has errors that need to be corrected before it can be accepted.

From this status you can print the error report and/or directly edit it to fix the errors.

Editing – this submission is being edited in the Direct Submission tab to correct errors and has not yet been resubmitted. This submission status will change depending on the final action taken after completing the editing.

Resubmitted – this status is applied to a submission that has been edited and then resubmitted. A new submission is created to replace this one and no detail was forwarded to the Bureau. No further action is available on the submission.

Void – this submission has been voided and no detail was forwarded to the Bureau. No further action is available on the submission.


Paid – this submission has been completed and payment and detail information has been forwarded to the Bureau. No further action is available on the submission.

Confirmed – this year-end reconciliation submission has been completed and detail information has been forwarded to the Bureau. No further action is available on the submission.

Editing a Submission

A submission summary with a status of Accepted, Accepted /W or Error can be edited and resubmitted. When you edit a submission, the Direct Submission page displays every employee in the submission with indicators next to the employee records that generated

warnings or errors. The red X symbol  indicates an error and the yellow triangle

symbol  indicates a warning. All errors must be corrected before a submission can be processed through payment. Warnings are for information only and are not required to be corrected. You can also filter the view to display just the records with errors or

warnings by checking the Error/Warnings Only checkbox .

When deciding whether or not to edit an electronic submission, after printing the error report, ask the question, ***“Does the error report list a lot of errors?”***

Yes – it may be easier to fix the errors in the file and reload it. If you do this, void the submission with errors.

No – it may be quicker to fix the few errors inside the eReporting application.

To edit a submission in eReporting:

1. If editing an electronic submission with errors, you will want to first print the error report identifying the errors needing attention. Roll your mouse cursor over the submission status as shown below:

.36	0.00	ACCEPTED /W
.4	Void Print Error Report Edit	ERROR
.36	0.00	ACCEPTED /W





2. Select **Edit**. The Direct Submission view displays.

Registration
Residency
Direct Submission
Electronic Submission

DIRECT SUBMISSION ?

Worksite: Name
Location

Sort By Sequence By

Edit Seq #		SSN Name Employee #	State Wages Subject to Tax	Earned Income Tax Withheld	
Edit 7		165-11-1111	<input type="text" value="14130.02"/>	<input type="text" value="141.31"/>	
Edit 3		179-22-2222	<input type="text" value="690.63"/>	<input type="text" value="6.91"/>	
Edit 1		333-33-3333	<input type="text" value="1725.13"/>	<input type="text" value="17.25"/>	66
Edit 2		444-44-4444	<input type="text" value="822.40"/>	<input type="text" value="8.23"/>	
Edit 4		555-55-5555	<input type="text" value="2283.75"/>	<input type="text" value="22.84"/>	
Edit 5		666-66-6666	<input type="text" value="1777.50"/>	<input type="text" value="17.79"/>	
Edit 6		777-77-7777	<input type="text" value="515.25"/>	<input type="text" value="5.16"/>	54

3. Click the **Errors/Warnings Only** checkbox to display only those records needing correcting.

- Next to the employee record in error, click **Edit** to view the employee residency screen.

CERTIFICATE OF RESIDENCY

Employer: Name: TEST COMP 98-7854321
Location: 121 MAPLE AVE NEW HOLLAND PA 17557

Employee Info

SSN: 55 55 5555
Employee #:
Last Name: STOLTZFUS
First Name: JOHN
M.I.:
Suffix:
[Not sure of County, School District, or Municipality? Click Here](#)

Country: Select a Country
School District: Select a School District
Municipality: Select a Municipality
[Display Codes](#)

Must be Legal residence (Domicile) [See Instructions](#)

Address 1: 9090 PENNWICK ROAD
Address 2:
City: LANCASTER
State: PA Country: USA
Zip Code: 17601 -

Status [Status Instructions](#)

☒ Resident
☐ Non-Resident
☐ Visa
☐ Out of State
☐ Out of Country
☐ Domicile Has No EIT/PIT and Does Not Live in Philadelphia
☐ Other:

Effective Tax Rate
Withholding Rate:
[Details](#)

Save **Cancel**

- In this example, the employee is a Pennsylvania resident but there is no County, School District or Municipality selected. Fix the error and click **Save**.

You are returned to the Direct Submission view.

- Continue the above steps until all errors are corrected. When done, click **Submit**.

The status of the original submission summary changes to Resubmitted and a new summary is created.

Voiding a Submission

Perhaps there is a duplicate submission or the number of errors in an electronic file upload makes it more practical to fix the errors in the file and reload it instead of using the submission editing function. Master Records with a status of Processed or Rejected and Summaries with a status of Accepted or Error can be voided.

To void a summary submission:

1. On the Summary Only tab, roll your mouse cursor over the status of the summary as shown below:

id	LST Withheld	Status
Acknowledgement		ACCEPTED
Void		
Edit		RESUBMITTED
Print Detail Report		

2. Select **Void**.

To void a master submission:

1. On the Master/Summary Only tab, roll your mouse cursor over the status of the summary as shown below:

LST Withheld	Status
Void Master	REJECTED
Print Error Report	
	REJECTED

2. Select **Void Master**.

NOTE: You can only void a master record if you have not edited any of the summaries that are part of the master. If you have edited any of the summaries, you will have to void each individual summary before you can void the master record.

Printing Options

The Submission Status tab has several reports available for printing depending on the status of the submission. The reports that can be printed are:

Print Detail Report – prints the year, period and individual employee wage and tax data in the submission. This report can be printed from a summary with a status of Accepted or Paid.

Acknowledgement – reprints the submission acknowledgement including the submission number and submission status. This report can be printed from a summary with a status of Accepted.

Reprint Voucher - reprints the submission payment voucher. This report can only be printed from a summary with a status of Paid.

Print Error Report – prints the errors and/or warnings generated by an electronic submission. This report can be printed from a master record with a status of Rejected or a summary with a status of Error or Accepted /W.

All report options are accessed by rolling your mouse cursor over the status of the record. The following shows the options for an Accepted submission:

id	LST Withheld	Status
Acknowledgement Void Edit Print Detail Report		ACCEPTED
		RESUBMITTED

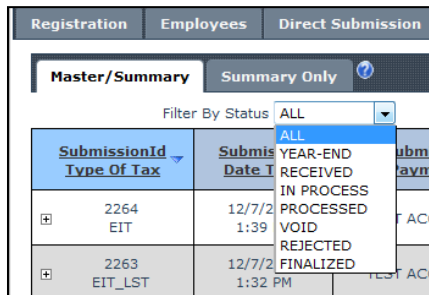
Filtering and Sorting the Status Screen Displays

Both the Master/Summary and the Summary Only tab have filtering options that lets you select only those submissions that meet the criteria you select. The Summary/Only tab also offers sorting options for the display.

Master/Summary Display Options

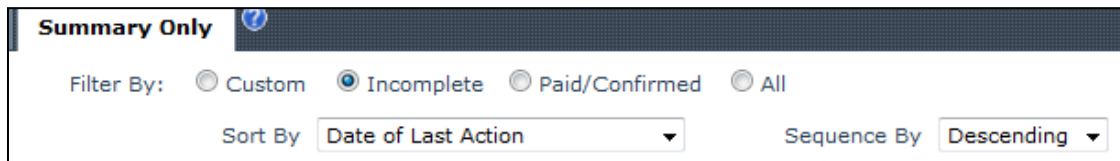
The Master/Summary tab has a status filter a filter that lets you display only those submissions with the status you select.

On the Master/Summary tab, select the Filter by Status (shown below) and select the status you want to view.

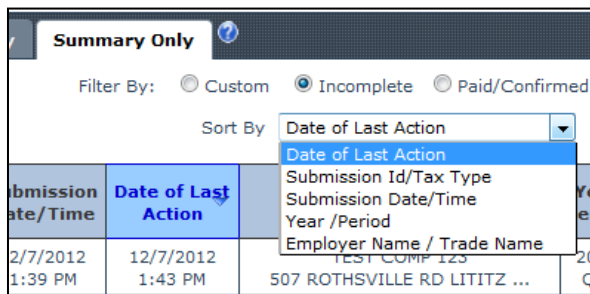


Summary Only Display Options

The Summary only tab lets you quickly display all submissions, only paid or confirmed submissions, incomplete submissions with a status of accepted or error or use the custom option to display multiple submission statuses.



The Sort by feature on the Summary Only tab lets you sort your display, in either Ascending or Descending order, based on a number of different criteria shown in the following screenshot.



Make a Payment

The Make a Payment page lists all submissions available for payment. You can pay all available submissions or choose specific submissions to pay.

ALL SUBMISSIONS, EVEN IF THERE IS NO BALANCE DUE, MUST COMPLETE THE MAKE A PAYMENT PROCESS BEFORE THEY ARE CONSIDERED RECEIVED BY THE BUREAU

Registration	Residency	Direct Submission	Electronic Submission	Submission Status	Make a Payment	W2 Submission
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SUBMISSIONS AVAILABLE FOR PAYMENT

	WorkSite Name Location	Year Period	Wages	Earned Income Tax			Local Services Tax		
				Withheld	Penalty Interest	Total	Withheld	Penalty Interest	Total
2018 Exclude	EASY TIMES 1522 MAIN ST LANCASTER PA...	2011 1	38,502.00	416.50	4.17 0.69	421.36	0.00	0.00 0.00	0.00
2017 Exclude	EASY TIMES 1522 MAIN ST LANCASTER PA...	2011 1	94,926.00	1,008.65	10.09 1.66	1,020.40	0.00	0.00 0.00	0.00

The "Total Amount to Pay" is subject to review of the Penalty, Interest, Credits, Adjustments and Prepaid Amounts by the Tax Office. Additional monies may be owed or credited based on the findings after reviewing your account.

EIT	Total	LST
1,441.76		0.00
- 0.00	Credit or Adjustment	- 0.00
- 0.00	Prepaid Amount	- 0.00
1,441.76	Amount Due	0.00

Remember that payment in full must be received on or before the due date, otherwise, you will be subject to additional charges.

Payment Date: [Change Date](#)
 Total Amount to Pay:

[Continue](#) [Cancel](#)

To remove a submission from the Make a Payment page, click **Exclude** to the left of the submission. The excluded submission will retain the status of Accepted and will display again the next time you open the Make a Payment page. This is useful if you are submitting data for two or more worksite/companies and want to pay each separately. Complete the payment process on the first submission and then return to the Make a Payment page to complete the payment process on the next submission.

NOTE: If you have several companies for whom you are submitting and have many Accepted Submissions and you want to pay just one submission, go to the Summary Only tab, set your cursor on the submission status and select Pay Now.

	UNCONFIRMED
Acknowledgement	ACCEPTED UNPAID
Void	
Edit	ACCEPTED /W
Pay Now	
Print Detail Report	ACCEPTED

Credits, Adjustments and Prepaid Amounts

If you know you have a credit from a prior year or prior period you can enter that amount in the Credit or Adjustment field. If you have already paid the full or partial amount of the submission and are only submitting the detail, you can enter that amount in the Prepaid Amount field.

DO NOT SUBMIT A NEGATIVE BALANCE USING THE ACH DEBIT PAYMENT OPTION. WE DO NOT ACH REFUNDS INTO YOUR ACCOUNTS.

IF YOU WANT TO TAKE A CREDIT BALANCE INTO A FUTURE PERIOD, SELECT ANOTHER PAYMENT OPTION AND PROCESS IT.

IF YOU WANT A REFUND, SELECT ANOTHER PAYMENT OPTION, PROCESS IT AND CONTACT OUR OFFICES TO REQUEST THE REFUND.

NOTE: The tax withheld cannot be changed on the payment screen. To change the tax withheld, you must edit and resubmit the submission detail.

Payment Date

The payment date defaults to today's date when you use Make a Payment. To adjust the payment date, click Change Date to the right of the Payment Date field.

NOTE: If you select a date past the due date for the submission, the system will automatically calculate and add penalty and interest to the tax amount.

Making the Payment


After you have verified that the amount and the desired payment date is correct, click **Continue**.


PAYMENT OPTIONS


Payment Date

Payment Amount

PAYMENT SOURCE

☐ Pay By Check 

☐ EFT/ACH Credit 


☒ eCheck/ACH Debit 

Bank Name

Bank Account Type

Bank Routing #

Bank Account #

☐ Request Payment Plan 

☐ Check here if you want us to remember these settings

The available payment options include:

Pay by Check – this will allow you to print a voucher and send that in with your check payment.

EFT/ACH Credit – this option alerts the Bureau to expect the receipt of an ACH credit file from your bank or payroll provider with your payment.

eCheck/ACH Debit – this option lets you enter your bank name, account type, bank routing number and account number. Your payment will be debited from your account on or shortly after the payment date you selected.

Request Payment Plan – this option should only be used in the case of extreme hardship in making your payment. If using this option, contact the Bureau to have a payment plan created. **NOTE THAT USING THE PAYMENT PLAN OPTION WILL REQUIRE YOU TO PAY ADDITIONAL FEES TO THE BUREAU.**

Completing the Payment Process

After you have verified your payment source selection and are ready to complete the process, click **Submit** on the Make a Payment page.

PAYMENT PROCESSED

Your Voucher Number: **4017**

This number will be used to track your payment.
Please print this information for your personal records.

[Print Voucher](#) [Return To Registration](#) [Logout](#)

A unique voucher number is created for each payment entered through the system. At this point, your submission status has been changed to Paid for each submission included in the payment. From this screen, you can:

Print Voucher – the voucher displays the date and time of submission, the payment method you selected, the submission ID and the amount of wages, tax, penalty and interest included with the payment.

If you chose the Pay by Check option, the voucher also prints a coupon you should detach and send in with your check to identify the correct account to which the payment should be applied.

Return to Registration – this lets you keep working in the eReporting system.

Logout – logs you out of eReporting.

NOTE: Regardless of payment method, all amounts due must be received by the due date for the period being submitted to avoid additional penalty and interest charges.

Important Note about Due Dates Under Act 32

The language regarding due dates for employer submissions in Act 32 states that employers are required to file a return and remit the amount of Earned Income Tax due “within 30 days following the end of each calendar quarter” or “within 30 days following the last day of each month.” If the 30th day falls on a weekend or holiday, payments are due the next business day.

Year-end Reconciliations

Year-end Reconciliations report the total wages and local tax withheld for the entire tax year. Year-end Reconciliations are due by February 28th of the year following the tax year. You can submit year-end reconciliations by Direct Submission or Electronic Submission. The process of completing the filing of a year-end reconciliation is:

1. Submit your data via the same Electronic or Direct Submission method you use to submit your quarterly or monthly data.
2. Review your submission for accuracy.
3. **Confirm** the submission. Similar to using Make a Payment to complete the quarterly/monthly submissions, you must Confirm your year-end reconciliation before it is considered complete.

Direct Submission of Year-end Reconciliations

The Direct Submission of Year-end Reconciliations is accomplished by starting on the Direct Submission tab.

To file a year-end reconciliation using Direct Submission:

1. Click the **Direct Submission** tab.

The screenshot shows a web form titled "NEW SUBMISSION" with a blue icon. It contains the following fields and options:

- Worksite:** A dropdown menu labeled "Name".
- Location:** A text input field.
- Options:** Two checkboxes: "Year-end reconciliation" (checked) and "No withholdings this period" (unchecked).
- Tax Year:** A text input field.
- Type of Tax:** A dropdown menu with "EIT" selected.
- Quarter:** A dropdown menu.
- Buttons:** "Add" and "Return To Registration".

Below the form, there is a section titled "OR EXISTING SUBMISSION" with a blue icon. It contains:

- A text input field.
- A "Search" button.
- A red text label "No Record".
- A "Return To Registration" button.

2. From the drop-down, select the worksite.

3. Check the **Year-end reconciliation** checkbox.

NEW SUBMISSION

Worksite: Name

Location

☒ Year-end reconciliation

Tax Year

Add **Return To Registration**

OR EXISTING SUBMISSION

Search

No Record

Return To Registration

4. Enter the **Tax Year** you are reconciling.

5. Click **Add**.

The Direct Submission page displays the employees for the worksite.

6. Enter the total wages paid to employee and the total tax withheld for the entire tax year.
7. Click **Submit**.

SUBMISSION ACCEPTED

Your Submission Reference Number: **2196**

Acknowledgement **Status** **Y-E Confirmation** **Return**

8. View the Status of the submission or go directly to Y-E Confirmation to complete the process.

Electronic Submission of Year-end Reconciliations

The Electronic Submission of Year-end Reconciliations is accomplished by starting on the Electronic Submission tab.

To file a year-end reconciliation using Electronic Submission:

1. Click the Electronic Submission tab.

The Electronic Submission screen displays.

2. From the drop-down, select the file format you are using – **Excel Spreadsheet** or **EFW2-LCTCB** format.
3. Check the **Year-end reconciliation** checkbox.

The screenshot shows the 'ELECTRONIC SUBMISSION' screen with the 'Excel Spreadsheet' file format selected. The 'Year-end reconciliation' checkbox is checked. The 'Tax Year' is set to 2011. In Step 2, 'Wages Subject to Tax' is 80181.92, 'Total Earned Income Tax Withheld' is 801.85, and 'Total Taxes Withheld' is 0.00. Step 3 is 'UPLOAD FILE' with a 'Browse...' button. A 'Submit' button is at the bottom.

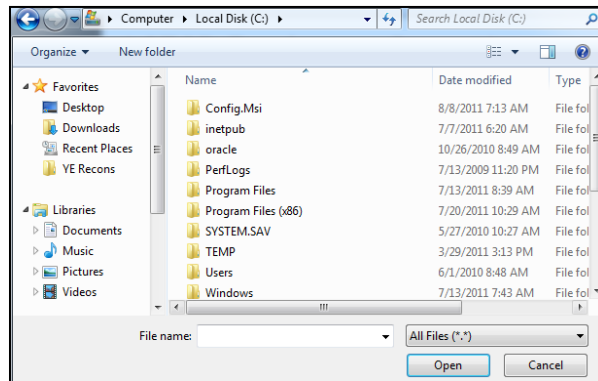
Excel Spreadsheet
Submission screen

The screenshot shows the 'ELECTRONIC SUBMISSION' screen with the 'EFW2 - LCTCB Format' file format selected. The 'Year-end reconciliation' checkbox is checked. The 'Tax Year' field is empty. Step 2 is 'UPLOAD FILE' with a 'Browse...' button. A 'Submit' button is at the bottom.

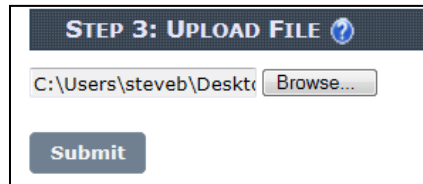
EFW2-LCTCB
Submission screen

4. Enter the **Tax Year** you are reconciling.
5. If using the Excel format, enter the control totals for the total wages in the spreadsheet and the total tax withheld in the spreadsheet. If using EFW2-LCTCB format, skip to next step.

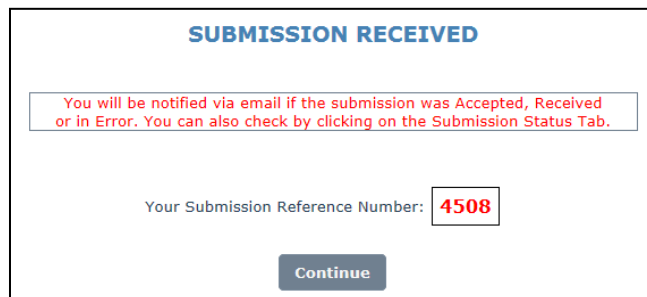
6. Click **Browse**.



7. Navigate to your file, select it and click **Open**.



8. Click **Submit**.



Your file is now in the queue to be processed by the web service. Visit and refresh the Submission Status tab as necessary to view the results of the file processing.

Y-E Confirmation – Confirm Your Year-end Reconciliation

The Y-E Confirmation page lists all year-end reconciliations that have a status of YEAR-END ACCEPTED and can be confirmed for submission to LCTCB. You can confirm all available submissions or choose specific submissions for confirmation.

ALL YEAR-END RECONCILIATION SUBMISSIONS MUST COMPLETE THE CONFIRMATION PROCESS BEFORE THEY ARE CONSIDERED RECEIVED BY THE BUREAU

Registration	Employees	Direct Submission	Electronic Submission	Submission Status	Make a Payment	Y-E Confirmation
YEAR-END RECONCILIATIONS AVAILABLE FOR CONFIRMATION						
			Earned Income Tax			
	WorkSite Name Location	Year	Wages	Withheld		
2187 Exclude	TEST2134 1506 FRUITVILLE PIKE LANC...	2011	58,237.24	582.36		
2193 Exclude	TEST2134 1506 FRUITVILLE PIKE LANC...	2011	5,749.51	57.49		
2193 Exclude	TEST8976 150 W ORANGE ST LITITZ PA...	2011	14,820.65	148.22		
2194 Exclude	TESTYEEFW2 MAIN ST MT JOY PA 17543	2011	4,918,224.41	51,328.55		
2195 Exclude	TEST2134 1506 FRUITVILLE PIKE LANC...	2011	58,237.24	582.36		
2195 Exclude	TEST8976 150 W ORANGE ST LITITZ PA...	2011	21,944.68	219.49		
<small>This Year-End submission is subject to a review of all included data by the Tax Office. Additional information may be requested based on the findings after reviewing your account.</small>			<small>Confirmation Date</small> <input type="text" value="1/30/2012"/>			
			<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

To confirm Year-end Reconciliations:

1. Click the **Y-E Confirmation** tab.

All Year-end Reconciliations with a status of Accepted display.

2. To remove a submission from the Y-E Confirmation page, click **Exclude** to the left of the submission. The excluded submission will retain the status of Accepted and will display again the next time you open the Y-E Confirmation page.

NOTE: If you have several companies for whom you are submitting and have many Year-End Accepted Submissions and you want to confirm just one submission, go to the Summary Only tab, set your cursor on the submission status and select Confirm Now.

EIT Withheld	LST Withheld	Status
Acknowledgement		YEAR-END ACCEPTED UNCONFIRMED
Void		
Edit		
Confirm Now		ACCEPTED UNPAID
Print Detail Report		

3. Verify the amounts and the worksites you are confirming. If the data needs correcting, you can return to the status page and edit the submission or void it and reload correct data. When you are satisfied with the amounts and worksites, click **Submit**.

YEAR-END CONFIRMED

Your Voucher Number: **4049**

This number will be used to track your submission.
Please print this information for your personal records.

[Print Voucher](#) [Return To Registration](#) [Logout](#)

NOTES