



## **Lancaster County Tax Collection Bureau**

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# **LCTCB eReporting**

## **How to File both EIT and LST in one Excel File**

Revised May 21, 2013

## New Excel Filing Option

Effective immediately, users can now upload a single Excel file in eReporting to submit both the Earned Income Tax (EIT) and Local Services Tax (LST) withholdings at the same time.

## Excel Template Change

eReporting has been programmed to now accept a new column (R) **ONLY if both EIT and LST are being submitted on the same Excel spreadsheet.**

In the template provided at [www.lctcb.org/employer](http://www.lctcb.org/employer), column R is labeled **Optional LST**.

M	N	O	P	Q	R
State	Zip	Gross Wages	Tax Withheld	PSD	Optional LST

## Submission Options

There is no change in the steps you are currently using to submit EIT and LST in separate files. The only change is if you choose to use the new optional combined submission file format. The columns to use are based on the Type of Tax selected when uploading your Excel spreadsheet to eReporting.

LCTCB Employer eReporting [Logout](#)

Registration Employees Direct Submission **Electronic Submission** Submission Status Make a Payment Y-E Confirmation

**ELECTRONIC SUBMISSION**

**STEP 1: MEDIA INFORMATION**

File Format \* Excel Spreadsheet  
 Year-end reconciliation  
Tax Year \* Type of Tax \* **EIT\_LST** Quarter \*  
EIT  
LST  
EIT\_LST

**STEP 2: ENTER WAGE AND TAX INFORMATION**

Wages Subject to Tax \* 0.00

Earned Income Tax Payment Information

**The correct columns to use based on the Type of Tax selection are:**

**Type of Tax = EIT:** Enter EIT withholdings in column P; leave column R blank (no change).

**Type of Tax = LST:** Enter LST withholdings in column P; leave column R blank (no change).

**Type of Tax = EIT\_LST:** Enter EIT withholdings in column P; enter LST withholdings in column R.

**NOTE:** The EIT\_LST selection is only available if your current eReporting registration settings are Quarterly for both EIT and LST. If your current registration settings are Monthly for EIT and Quarterly for LST, the EIT\_LST selection is not available and you cannot use this combined file format.

### **To submit both EIT and LST using a single Excel Spreadsheet:**

1. After logging in to eReporting, select the **Electronic Submission** tab.
2. From the **File Format** drop-down list select **Excel Spreadsheet**.
3. Enter the **Tax Year**.
4. From the **Type of Tax** drop-down list, select **EIT\_LST**.
5. Select the **Quarter** you are filing.
6. In the **Wages Subject to Tax** field, enter the sum of the wages on the spreadsheet being loaded from **column O**. 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.
7. Under **Earned Income Tax Payment Information**, enter the sum of the earned income taxes on the spreadsheet being loaded from **column P**. 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.
8. Under **Local Service Tax Payment Information**, enter the sum of the local services taxes on the spreadsheet being loaded from **column R**. 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.
9. Click **Browse**.
10. Load your file.
11. Complete the verification and payment processes as you currently do when loading only EIT or LST.

### **Other Resources**

Please visit our website at [www.lctcb.org/employer](http://www.lctcb.org/employer) for additional resources and documentation.