



## LANCASTER COUNTY TAX COLLECTION BUREAU

1845 William Penn Way, Lancaster, PA 17601

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

[info@lctcb.org](mailto:info@lctcb.org)

717.569.4521

### General LCTCB Payment Plan Guidelines

The LCTCB provides a program to assist taxpayers who are delinquent in payment of their Earned Income Tax liability. This written contract allows taxpayers to make periodic installments of taxes due plus penalties and interest. This program is administered in accordance with P.L. 1257, No. 511 and amendments, Section 512 of the Bureau's regulations and the prevailing fee schedule of the Bureau.

- Payment plans are established per individual – not jointly
  - Failure to make a payment in the amount and at the time set forth in the contract will result in a wage attachment or civil suit against you (or your spouse).
  - Taxpayers must be compliant for all relative tax years.
  - Any bad checks will incur an additional \$29.00 fee and may result in legal action against you.
  - Set up fee is \$25.00 in addition to a \$5.00 per payment processing fee which will be incorporated into the contract.
  - Interest and penalties are calculated to the start date. Failure to make timely payments will result in additional interest, penalties and/or fees.
  - Taxpayer will receive contract to sign and remittance coupons
  - Credit card payments are available through [www.officialpayments.com](http://www.officialpayments.com). Fees apply.
- Please contact LCTCB for more information.

To request a payment plan with LCTCB, please complete the following information and email to [info@lctcb.org](mailto:info@lctcb.org) or mail to: LCTCB, 1845 William Penn Way, Lancaster PA 17601.

NAME:

ADDRESS:

REF #

PHONE NUMBER:

TAX YEAR(S):

NUMBER OF MONTHS REQUESTED (12 month maximum):

APPROXIMATE MONTHLY (OR BIWEEKLY) AMOUNT REQUESTED:

CHOOSE PAYMENT DUE DATE OF 1<sup>ST</sup> OR 15<sup>TH</sup> OF THE MONTH:

Please note: Nothing is final until the contract is established by LCTCB and signed by taxpayer – the above information is used as a basis to start to set up the plan. It is a request, not a guarantee.

Please allow 2-3 weeks for paperwork to be processed and mailed to taxpayer.

*You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund, and collection of local earned income and net profits tax and 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 [LCTCB.org](http://LCTCB.org) or call LCTCB at (717) 569-4521 Monday through Friday between the hours of 8:00 AM and 4:00 PM, or send written request to LCTCB at 1845 William Penn Way Suite 1, Lancaster, Pa 17601-6713.*