



Keystone Collections Group

P.O. Box 539
Irwin, PA 15642
(724) 978-0300 • FAX (724) 978-0339

Local Services Tax

If you work in Pennsylvania, you are required to report and pay the Local Services Tax (LST) to your Business Municipal Location. Use the voucher(s) to pay the tax if you are:

- Self-employed
- Working from home
- Employed in Pennsylvania, but your employer does not withhold your Local Services Tax

Your specific tax rate can be determined by visiting the Pennsylvania Department of Community and Economic Development website: www.newpa.com.

If your tax rate is greater than \$10 per year, you may pay the tax in one lump sum using the **ANNUAL PAYMENT VOUCHER** (below) or in quarterly installments using the LST-I quarterly voucher form (found on page 2). The first installment or lump-sum payment is due April 30, 2018.

A tax rate of \$10 or less must be paid as a one-time annual payment using the **ANNUAL PAYMENT VOUCHER** (below).

Make checks payable to **Keystone Collections Group**.

If you previously paid the 2018 tax to another taxing jurisdiction, please provide proof of payment for credit or adjustment of the tax due. If you have questions regarding the tax, [contact us](#).

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling the above number during our normal hours of operation.



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ANNUAL PAYMENT VOUCHER

Local Services Tax Individual Return

LST-I

Due Date: 04/30/2018

Tax Year: 2018

Business Municipal Location: _____

Social Security Number: _____

 Name
 Address
 City
 State
 &
 Zip

1. Self-employed individual
2. Total Tax Remitted
3. Penalty and Interest (1.33% per month if paid after the due date)
4. TOTAL DUE

	1
\$	
\$	
\$	

13720118001043018000000000000000000002

Form LST-I
Individual Local Services Tax

Due Date January 31, 2019	Quarter 4
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Name

SSN

Business Municipal Location

1. Tax Remitted
2. Penalty/Interest(1.33% per month if paid after the due date)
3. Total Tax Paid

13720118004013119000000000000000000000

Form LST-I
Individual Local Services Tax

Due Date October 31, 2018	Quarter 3
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Name

SSN

Business Municipal Location

1. Tax Remitted
2. Penalty/Interest(1.33% per month if paid after the due date)
3. Total Tax Paid

13720118003103118000000000000000000001

Form LST-I
Individual Local Services Tax

Due Date July 31, 2018	Quarter 2
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Name

SSN

Business Municipal Location

1. Tax Remitted
2. Penalty/Interest(1.33% per month if paid after the due date)
3. Total Tax Paid

13720118002073118000000000000000000007

Form LST-I
Individual Local Services Tax

Due Date April 30, 2018	Quarter 1
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Name

SSN

Business Municipal Location

1. Tax Remitted
2. Penalty/Interest(1.33% per month if paid after the due date)
3. Total Tax Paid

13720118001043018000000000000000000002

Form LST-I

1. Sole proprietors, self-employed persons and employees who are not subject to employer withholding must file a Form LST-I on or before the quarterly due dates.
2. Forms are also available at www.KeystoneCollects.com or by calling 1-724-978-0300.
3. Make checks payable to **Keystone Collections Group**
4. Mail to: P.O. Box 539
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