

Instructions: File and make payment online at www.KeystoneCollects.com

1. If not filing online, a business with one or more employees working within the taxing district must return a complete LST-S Form on or before the quarterly due date. Multiple workplaces located in different taxing jurisdictions MUST be reported separately.
2. Report Federal Tax Identification Number (FEIN), workplace location (municipality), Municipal PSD (political subdivision) code, employee tax payment information and number of employees whose LST tax was withheld.
3. Make check payable to **Keystone Collections Group.**

-OR-

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