### 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 or
- Working 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: <a href="https://www.newpa.com">www.newpa.com</a>.

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, 2024.

If you previously paid the 2024 LST to another municipal location, please provide proof of payment (e.g., canceled check or pay stub showing the tax year was paid or a copy of W2, if LST deduction is noted) for credit or adjustment of tax due.

Visit **KeystoneCollects.com** for answers to frequently asked questions or to contact us online. To speak with a Taxpayer Services Representative call (724) 978-0300, Monday - Friday 8AM - 4 PM ET.

You are entitled to a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Keystone at 724-978-0300 or go to KeystoneCollects.com and select Contact.

### Make check payable to Keystone Collections Group

Remit bottom portion with your next payment to ensure proper credit

Keystone Collections Group PO Box 539	ANNUAL PAYMENT VOUCHER  Local Services Tax Individual Return LST-I	
Irwin, PA 15642 (724) 978-0300 • FAX (724) 978-0339		
Tax Year: 2024	1	Due Date: 04/30/2024
Municipal Location of Business:		
Social Security Number:	Self-employed individual	1
	2. Total Tax Remitted	\$
Name Address City	<ol><li>Penalty and Interest (1.583% per month if paid after the due date)</li></ol>	\$
State	4. TOTAL DUE	_
Zip		\$

	Keystone Collections Group PO Box 539 Irwin, PA 15642	Form LST-I Individual Local Services Tax	Due Date January 31, 2025	Quarter 4
	Name	SSN		
		1. Tax Remitted		
	Municipal Location of Business	2. Penalty/Interest (1.583 month if paid after the		
		3. Total Tax Paid		L
	Keystone Collections Group PO Box 539 Irwin, PA 15642	137201240040131  Form LST-I Individual Local Services Tax	25000000000000000000000000000000000000	00000000009 Ouarter 3
	Name			
	Nume	SSN		
		1. Tax Remitted		
	Municipal Location of Business	2. Penalty/Interest (1.583 month if paid after the	3% per due date)	<u> </u>
		3. Total Tax Paid		
	Keystone Collections Group PO Box 539 Irwin, PA 15642	137201240031033  Form LST-I Individual Local Services Tax	Due Date July 31, 2024	Quarter 2
	Name	SSN		
		1. Tax Remitted		
	Municipal Location of Business	2. Penalty/Interest (1.583 month if paid after the c	% per ue date)	
		3. Total Tax Paid		<u> </u>
		13720124002073	.24000000000	00000000000
	Keystone Collections Group PO Box 539 Irwin, PA 15642	Form LST-I Individual Local Services Tax	Due Date April 30, 2024	Quarter 1
	Name	2011		
		SSN		
	Municipal Location of Business	<ol> <li>Tax Remitted</li> <li>Penalty/Interest (1.583)</li> </ol>	% ner	
		month if paid after the d		
		3. Total Tax Paid		

### 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 (724) 978-0300.
- 3. Confirm and include municipality where business is located.
- 4. Make check payable to Keystone Collections Group
- 5. Mail to: P.O. Box 539 Irwin, PA 15642

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