

## **ACT 32: IS YOUR BUSINESS READY?**

*- Information compliments of Mr. Tom Butts, Director of Community Services for Keystone Collections Group -*

Beginning in 2011, employers in Lebanon County must withhold local earned income taxes as part of their employee payroll obligations.

Under a new law, Act 32 mandates that every employer register with their countywide collector. The law will impact countywide jurisdictions starting in 2011 or 2012, with Lebanon County district employers beginning in 2011. Employers must file a certificate of residency form for each employee and automatically withhold and submit earned income taxes for their employees on a quarterly basis.

These new regulations will provide standardization in the local tax collection process. The tax collector serving the Lebanon County district, Keystone Collections Group, is committed to helping employers and taxpayers throughout this process. To assist businesses in fulfilling their filing obligations, Keystone is providing information and user friendly tools on the [keystonecollects.com](http://keystonecollects.com) website. The forms, links to information and a complete electronic tax filing portal are all available there.

In December, employers in Lebanon County will receive a detailed information packet from Keystone. Business packets will include quarterly earned income tax and local services tax vouchers for reporting and remitting their employees' 2011 tax withholdings.

Business owners and payroll departments are strongly encouraged to take advantage of Keystone's INTERNET e-file system to simplify the process. This user friendly online web interface easily provides businesses the ability to securely register, electronically submit earnings and withholding information, file returns and even make payments. For more information or to start the registration process, employers can visit [www.keystonecollects.com](http://www.keystonecollects.com).

Any business that requires additional assistance should contact Keystone's toll free Employer Hotline (888) 328-0558 on Monday through Friday from 8:00AM to 4:00PM.