

YORK ADAMS TAX BUREAU

1405 N. Duke St.
P.O. Box 15627
York, Pa. 17405
Phone: 717-845-1584

900 Biglerville Rd.
P.O. Box 4374
Gettysburg, Pa. 17325
Phone: 717-334-4000

Web Site: www.yatb.com

!!!!!! IMPORTANT INFORMATION !!!!!

TAX YEAR 2011 EARNED INCOME TAX

To: ALL STRABAN TOWNSHIP EMPLOYERS

For the 2011 tax year, the Straban Township Board of Supervisors has appointed the York Adams Tax Bureau as the collector for the Straban Township Earned Income Tax and Local Services Tax. This means that starting with the 1st quarter of 2011, employers will be filing all of the earned income tax and local services tax withheld from employees with one bureau.

2010 year end reconciliations will still need to be reported to York Adams Tax Bureau and Centax.

If there are any questions concerning any of the above information, please do not hesitate to contact our office. The Employer Accounts Department phone number is: 717-812-0759. The Employer Accounts Department email address is: employer@yatb.com.

The Local Services Tax Department phone number is: 717-854-8084. Their email address is: tcs@yatb.com.

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1405 North Duke Street

P.O. Box 15627

York, Pennsylvania 17405-0156

Phone (717)845-1584 Fax (717)854-6376

Web Site: www.yatb.com e-mail: info@yatb.com

York Adams Tax Bureau Employers:

Just a friendly reminder that it's time for 1st quarter 2011 employer filing of the Earned Income Tax you withhold from your employees and remit to the York Adams Tax Bureau. Beginning with this 2011 tax year, the York Adams Tax Bureau is implementing ACT 32's requirement that all employers must file reports of employee wage and local tax withholding detail on a quarterly basis. The 1st Quarter 2011 Employer's Return will be due on or before April 30, 2011.

We strongly encourage you to use our Employer Online Filing System

- Our website, www.yatb.com is the best place to get started. There you will see instructions for employer online filing and how to register.
- The Employer E-Filing system will accept your tax deposits via ACH, offers greater convenience and security than paper filing and you will receive verification that your payment and/or return have been received by the Tax Bureau.
- If you have not already done so, you will need to establish an online filing account and we will be happy to assist you in doing that. Please visit www.palite.org and establish an account for online filing. It's easy and will streamline this process for you!

Please remember, the Earned Income Tax (EIT) must be withheld from all employees regardless of their resident municipality and must be withheld retroactively to the date your operation began in the area served by the York Adams Tax Bureau. The distribution of tax dollars by this Bureau to other taxing jurisdictions will be made quarterly based on information submitted by your organization.

If your business is located in a school district where the rate of earned income tax is greater than 1% as a result of Act 24, you must withhold at the higher rate in effect in the school district where your business is located, on the wages of employees residing in the same school district. Employees living outside of the school district where your business is located need only to be withheld at 1%. As a benefit to your employees living in Act 24 school districts our Bureau urges you to withhold the earned income tax from the wages of your employees at the rate in effect in the school district where the employee resides. We will forward all earned income tax you remit on behalf of an employee to that employee's home taxing jurisdiction.

Remittance of the earned income tax withheld from all of your employees who are employed within the York Adams Tax Bureau's taxing jurisdiction must be made to the York Adams Tax Bureau. Failure to do this will put you in violation of YATB's Regulations and local income tax ordinances/resolutions. This may subject you, the employer, to fines and penalties.

For those of you who have not taken the steps to file online, employer quarterly filing forms are available on our website and may be photocopied.

Thank you for your cooperation.