

West Shore Tax Bureau Employer Online Filing Questionnaire

In order to have the ability to file your EIT (earned income tax) W-2 and/or LST (local services tax) detail online, please complete appropriate section of this form below and email it to itservices@westab.org or fax it to (717)975-8955. You will be contacted with login instructions including a temporary password.

SECTION 1 (Individual Employers):

Complete this section only if you are an individual employer filing details for your employees directly.

1. Business Name: _____
2. West Shore Tax Bureau Account Number: _____
3. Federal EIN: _____ -- _____
4. Amount of Last Quarterly EIT Payment (for verification purposes): \$_____
5. Contact Person: _____
6. Contact Person's Email address: _____
7. Contact Person's Direct Phone Number: _____

SECTION 2 (Payroll Processors):

Complete this section if you submit employee tax details for multiple employers.

1. Payroll Processor Name: _____
2. Payroll Processor EIN: _____ -- _____
3. Contact Person: _____
4. Contact Person's Email address: _____
5. Contact Person's Direct Phone Number: _____

In addition to the above information, Payroll Processors must e-mail an Excel spreadsheet containing the following details:

- Identify the attachment as W-2 data or LST Accounts
- WSTB account number for each employer
- Federal EIN for each employer
- Name of each employer