PALite Employer Online Filing System – Instructions to File LST

Employer Online Filing
Convenient • Simple • Secure

Notice:

This is a private application for use only by authorized individuals. Unauthorized use or attempt prohibited. All actions within the application are tracked and monitored.

Employer/Processor Login

Step 1: Choose your collector
- ○ Blair County Tax Collection Bureau
- ○ Danville Area Earned Income Tax
- ○ Municipal & Earned Income Tax
- ● Parkland School District
- ○ York Adams Tax Bureau

Step 2: Enter your EIN
Your EIN: _____

Continue

> **1-** Select the proper Collector and enter your assigned federal EIN.

User Login Validation

Test Tax Collector Beta
231027111

Step 3: Enter your login information

User Name: agraf

Password: ••••••••

Log In

I forgot my password.

> **2-** Continue by entering the User Name and Password provided by the collector.

You must accept the following e-Signature Agreement to continue:

Please read the below listed terms. If you agree with the terms and conditions set forth below, click on the "I Agree" button.

By clicking on the "I Agree" button below, I:

- Agree to conduct transaction by electronic means with the West Shore Tax Bureau and hereby apply for a User ID and password for that purpose;
- Agree that my User ID and password will be my electronic signature. When my User ID and password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine;
- Agree that because an electronic record or transaction undertaken with my User ID and password will be attributed to me, I must keep them secure. I will not disclose my User ID and password and I will not allow another person to use my User ID and password;
- Agree that the Commonwealth of Pennsylvania will... transactions with the West Shore Tax...

...a record or signature may not be denied legal ...bility solely because it is in electronic form.

I declare ... perjury that all of the information I have provided on the ... correct and complete. I acknowledge that false statement ... form are punishable pursuant to 18 Pa.C.S.A. §4904 (uns... ...ation to authorities).

:325325
0272-135

CANCEL   I AGREE

> **3-** Click "I Agree" to continue

PALite is now offering a way to help you recover your passwo... mail address allows us to offer this and future e-mail based se...

Please take a moment and provide your email address so we... to you.

NOTE: Providing your e-mail address is optional and does not...

EMAIL ADDRESS

User Name: agraf

Email Address: _____

Update Email

> **4-** On first login, you will be asked to provide an email address. While entry is optional, your email address will allow you to reset your own forgotten password. Click Update Email to move to Home page.

EMPLOYER HOME Page

PALite
PENNSYLVANIA'S LOCAL INCOME TAX EXCHANGE

Employer Online Filing
Tax Testing c/o BIG • 156 N Geo St • York PA • 17401 • 7175551212

agraf
Logout

Second Test Company
EIN: 123456789
Account: unspecified

Please read your alerts

TAX FUNCTIONS
File A Tax Return
View Return Status
View Filing History
NAVIGATION
Home
Switch Account
Main PALite Site
OTHER OPTIONS
Change Password
Manage User(s)
Manage Account(s)
HELP
FAQ
How Do I...
e-Signature Agreement
Terms of Use

EMPLOYER HOME

Use PALite.org to upload or type in t... (LST). In addition to employee details...

> The menu at left lists all options.
> Account is "unspecified" until you select the account for which you are filing.

Instructions For Use

- To file a weekly, monthly, or quarterly tax return (including details and/or payment), click the button below and follow the steps of the wizard.
- After filing payment or detail, use "View Return Status" link at left to see when your return has been Retrieved by the Collector. After a return is Processed by the Collector, the accept or reject status will be shown. Please allow 5 days after the payment effective date for a payment to be accepted or rejected. During high volume periods, allow several weeks for a retrieved employee detail return to be processed and listed with approved or rejected status.
- "View Filing History" to review all of your activity on PALite.

Choose one. Simple step-by-step instructions will appear on the next page.
If you are filing your annual W-2s, please...

○ **File an EIT or LST employee detai...**
Using this option can save you ti... employees, then supply your ban... same time.

○ **File EIT or LST payment only**
Select this option if you do not intend to supply employee details at this time. You might use this option if you are making a monthly payment, but plan to supply your details at the end of the quarter. If no taxes were withheld, use this option to file the required return; you will enter $0 for Tax Withheld.

○ **File only EIT or LST employee withholding details**
Select this option to submit the details of withholdings from your employees. You may upload a file or key in the information. You may file your payment at another time. If filing your W-2 forms when you have made periodic payments throughout the year, use this option and choose "Annual" when asked for the frequency of your filing.

Continue

> Choose this option. You are only required to make a payment.

Begin A New Return

> Click "File a Tax Return" option on the left menu or the "Begin a New Return" button to proceed with a tax filing.

File LST Payment

When making a yearly payment, choose First Quarter. This is the only quarter where you can make a choice of $52.00 or $13.00.

PAYMENT RETURN (1 OF 4)

Second Test Company
EIN: **123456789**
Account: **main Acct - both EIT & LST (0000098764)**

Step 1 - Select the Tax Type, Paym~~~~ ~~~~ax Year and Quarter you are filing for.

What type of tax are you filing?
LST - Local Services Tax

What is the frequency of yo~~~~ ~~~~?
Quarterly

Select the Tax Year:
2016

To which Quarter does the payment apply?
First

Did you select the wrong account? Click here to select another account

[Go to Employer Home]

[Continue]

PAYMENT RETURN (2 OF 4)

Step 2 - Enter payment details.

Enter "0"

Number of Employees Reported: 3
Tax Withheld from Employees: 39.00
Penalty ~~~~ 0.00
Interest Due: 0.00

Enter 52.00 or 13.00 in "Tax Withheld from Employees".

[Previous Step]   [Continue]

PAYMENT RETURN (3 OF 4)

Step 3 - Choose payment method.

○ No Payment is Due
◉ Pay Directly Online via ACH from Checking or S~~~~

Enter the requested info. Effective Date can be up to 5 days in the future.

ACH Payment Info

Account Type: Checking
Bank Name: MY FCU
Routing #: 231382267
Account #: 1111111
Retype Account #: 1111111
Effective Date: 11/16/2016

[Previous Step]   [Continue]

PAYMENT RETURN (4 OF 4)

Step 4 - Confirm payment details and submit payment to collector.

Tax Type:	Local Services Tax
Tax Year:	2016
Quarter:	1
Tax Withheld:	$39.00
Penalty Due:	$3.90
Interest Due:	$1.27
Total Payment Amount:	$44.17
Payment Method:	ACH
ACH Account Type:	Checking
ACH Bank Name:	MY FCU
ACH Routing #:	231382267
ACH Account #:	1111111
ACH Effective Date:	11/16/2016

You decide whether to save your ACH bank data on the PALite server for your next filing.

Continue To Mail Payment Coupons?
○ Do Not Mail Future Payment Coupons To Me
◉ Please Continue To Mail Payment Coupons To Me

Save Payment Information For Future Payments FOR THIS COLLECTOR ACCOUNT #?
◉ Save This Payment Information
○ Do Not Save This Payment Information

[Previous Step]   [Submit Payment]

Click **"Submit Payment"** on the last payment step.

View Return Status

For status info, login anytime. On the EMPLOYER HOME page, click "View Return Status" and check this page.

VIEW RETURN STATUS

Filter Your Display:

Date Range: All Available ▼ Tax Type: All Taxes ▼ Status: In Process Returns ▼ User: All ▼

[Refresh Display]

#	Tax	Type	Status	Period	Account(s)	Amount	Created	User		
1117	LST	Detail	Not Yet Submitted To Tax Collector	2012-1	0000098764	$13.00	02/06/2012	agraf	Delete	Submit
1116	EIT	Detail	Submitted To Tax Collector	2011-3						
1114	EIT	Detail	Retrieved By Tax Collector	2011-4						
1098	EIT	Payment	Submitted To Tax Collector	2011-4						
1097	LST	Payment	Submitted To Tax Collector	2011-4						
1096	EIT	Payment	Submitted To Tax Collector	2011-4	0000098763	$500.00	01/16/2012	agraf	Delete	
1095	LST	Detail	Retrieved By Tax Collector	2012-1	0000098764	$39.00	01/16/2012	agraf		
1094	EIT	Detail	Retrieved By Tax Collector	2010		$4,793.15	01/16/2012	agraf		
1093	EIT	Detail	Retrieved By Tax Collector							
1084	EIT	Detail	Retrieved By Tax Collector							
1083	LST	Detail	Retrieved By Tax Collector							
1082	EIT	Detail	Retrieved By Tax Collector							
1078	EIT	Detail	Retrieved By Tax Collector	2011-4	0000098764	$4,759.53	12/15/2011	agraf		
1074	LST	Payment	Submitted To Tax Collector							
1072	EIT	Detail	Retrieved By Tax Collector							
1071	EIT	Detail	Retrieved By Tax Collector							
	EIT	Payment	Submitted To Tax Collector							
1069	EIT	Detail	Retrieved By Tax Collector	2011-4		$2,100.00	11/22/2011	Cathy		
	EIT	Payment	Submitted To Tax Collector	20	0000098764	$2,100.00	11/22/2011	Cathy	Delete	
1063	EIT	Detail	Processed - Rejected By Tax Collector - apparent duplicate	2009-4	0000098764	$11,880.00	11/16/2011	agraf		

> The collector is notified that you payment is available online.

> The collector has downloaded your payment from the secure server and will load it into their in-house system.

> The collector has finished processing your payment and indicates whether it was accepted or rejected.

View Filing History

VIEW FILING HISTORY

Filter Your Display:

Date Range: Last 90 Days ▼ Ta...

[Refresh Display]

> This screen will show a history of all activity conducted in the online filing system, including:
> - submitted returns that completed the full cycle of processing by the collector
> - returns that you uploaded or started to type, but then deleted without submitting
> - inactive returns not submitted within 48 hours of their creation
> - failed upload attempts

#	Tax	Type	Status	Period	Account(s)	Amount	Created	User		
1117	LST	Detail	Not Yet Submitted To Tax Collector	2012-1	0000098764	$13.00	02/06/2012	agraf	Delete	Submit
1116	EIT	Detail	Submitted To Tax Collector	2011-3	0000098764	$3,431.84	02/03/2012	agraf	Delete	
1114	EIT	Detail	Retrieved By Tax Collector	2011-4	0000098764	$15.00	02/02/2012	agraf		
1098	EIT	Payment	Submitted To Tax Collector	2011-4	0000098763	$15.00	01/18/2012	agraf	Delete	
1097	LST	Payment	Submitted To Tax Collector	2011-4	0000098764	$10,000.00	01/18/2012	agraf	Delete	
1096	EIT	Payment	Submitted To Tax Collector	2011-4	0000098763	$500.00	01/16/2012	agraf	Delete	
1095	LST	Detail	Retrieved By Tax Collector	2012-1	0000098764	$39.00	01/16/2012	agraf		
1094	EIT	Detail	Retrieved By Tax Collector	2010-4	0000098763	$4,793.15	01/16/2012	agraf		
1093	EIT	Detail	Retrieved By Tax Collector	2010-3	0000098763	$4,793.15	01/16/2012	agraf		
1084	EIT	Detail	Retrieved By Tax Collector	2012	0000098764	$88.00	01/13/2012	agraf		
1083	LST	Detail	Retrieved By Tax Collector	2011-1	0000098764	$143.00	12/16/2011	agraf		
1082	EIT	Detail	Retrieved By Tax Collector	2010-1	0000098763	$5,300.00	12/16/2011	agraf		
1080	LST	Detail	Deleted Due To Inactivity	2009-1	0000098764	$1,391.00	12/15/2011	agraf		
1078	EIT	Detail	Retrieved By Tax Collector	2011-4	0000098764	$4,759.53	12/15/2011	agraf		
1074	LST	Payment	Submitted To Tax Collector	2011-2	0000098764	$27.96	11/22/2011	agraf	Delete	
1073	LST	Detail	Deleted Due To Inactivity	2011-2	0000098764	$34.00	11/22/2011	Cathy		
1072	EIT	Detail	Retrieved By Tax Collector	2011-2	0000098763	$1,000.00	11/22/2011	Cathy		
1071	EIT	Detail	Retrieved By Tax Collector	2011-1	0000098764	$4,793.15	11/22/2011	Cathy		
	EIT	Payment	Submitted To Tax Collector	2011-1	0000098764	$5,114.40	11/22/2011	Cathy	Delete	
1069	EIT	Detail	Retrieved By Tax Collector	2011-4	0000098764	$2,100.00	11/22/2011	Cathy		
	EIT	Payment	Submitted To Tax Collector	2011-4	0000098764	$2,100.00	11/22/2011	Cathy	Delete	
1067	EIT	Detail	Retrieved By Tax Collector	2011-2	0000098764	$100.00	11/22/2011	agraf		
1063	EIT	Detail	Processed - Rejected By Tax Collector - apparent duplicate	2009-4	0000098764	$11,880.00	11/16/2011	agraf		
1057	EIT	Detail	Retrieved By Tax Collector	2010-4	0000098764	$66,123.60	11/15/2011	agraf		