

# LOWER NAZARETH TOWNSHIP

## NEW EMPLOYER TAX SUBMISSION REFERENCE SHEET

**Completing this form is just to establish your Local Services Tax Account ONLY**  
**NO ACCOUNT NUMBER IS ISSUED. IF YOU NEED A NUMBER FOR YOUR PAYROLL COMPANY, PLEASE FEEL FREE TO USE YOUR FEIN NUMBER. THANK YOU.**

FAXED TO:	
EMPLOYER:	
FEIN:	
PHYSICAL ADDRESS OF COMPANY IN LNT OR HOME ADDRESS OF INDIVIDUAL THAT IS WORKING OUT OF THEIR HOME IN LNT	
IF HOME OFFICE, NAME OF INDIVIDUAL:	
PAYROLL CONTACT PERSON:	
ADDRESS TO MAIL ALL PAYROLL CORRESPONDENCE:	
START DATE:	
PHONE NUMBER:	
FAX NUMBER:	
EMAIL:	

### Local Services Tax Submissions:

Lower Nazareth Township  
623 Municipal Drive-Suite 200  
Nazareth, PA 18064

(610) 759-7434 Ext. 1001  
(610) 746-3317 Fax

**\$1 per week/\$52.00 year**

**Submitted on a Quarterly Basis**

If an employee makes less than \$12,000 in Lower Nazareth Township or if their primary employer is taking out the LST Tax, an exemption form can be completed in order for that employee to be exempt from paying the LST tax.

Exemption Forms and LST Submission Forms are available on our website: [www.lowernazareth.com](http://www.lowernazareth.com)

Lower Nazareth Township LST Submission Forms do not have to be used as long as the Payroll Company/Employer Payroll Software LST Report shows the company's name, company's address, quarter and year, employees' names, social security numbers, and amount withheld on their behalf.

Checks need to be made payable to: **LNT LST**

### Earned Income Tax Submissions:

Keystone Collections Group  
[www.keystonecollects.com](http://www.keystonecollects.com)

Employer Helpline (888) 328-0558