

546 Wendel Road  
 Irwin, PA 15642  
 724-978-0300 fax 724-978-0339  
 Employer Helpline – 888-328-0558

\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 19341

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MASEK FAMILY CORPORATION  
 PO BOX 6  
 EXTON, PA 19341-0006

Dear Employer:

**Local Tax Reporting**

The new year brings important changes for many businesses regarding employer tax withholding. Keystone is pleased to serve as the earned income and local services tax collector within the Chester Tax Collection District starting January 1, 2011 for the school districts and municipalities as reflected on the attached list.

**New Mandatory Withholding Requirements**

The governing body of the Chester Tax Collection District adopted **mandatory earned income tax withholding effective January 1, 2011**. As described in the enclosed overview of employer responsibilities, Act 32 mandates that every employer withhold and submit earned income tax for each employee on a quarterly basis. The new mandatory withholding rule requires employees to complete a certificate of residency.

We enclose the following tax reporting forms for your convenience:

1. Employer Annual Reconciliation Form ER-1;
2. Quarterly Earned Income Tax Vouchers Form EQ-1; and
3. Quarterly Local Services Tax Vouchers Form LST-1.

Submit employee earnings and wage taxes on the appropriate vouchers.

The required certificate of residency will be available soon from the Pennsylvania Department of Community and Economic Development. Keystone will provide a link to this form, and other forms required by the Department, on the "Employer Resources" web page at [www.keystonecollects.com](http://www.keystonecollects.com).

**Local Services Tax**

Additionally, we enclose Form LST-1. This voucher is only for use by employers located within a taxing district that imposes the LST tax collected by Keystone (see rate listing). The LST rate applies to employees based upon work location, regardless of where the employee resides. If the LST rate is \$52.00 it must be prorated by pay period; if the LST is levied at a combined rate of \$10 or less, the tax may be collected in a lump sum and submitted in the initial quarter of employment.

If you employ 25 or more employees, employee earnings and withholding information should be submitted in electronic format (please contact our office for file specifications). As a service to the business community, Keystone provides easy online access to report payroll withholding as well as tax form downloads. To file your payroll withholding electronically, visit [www.keystonecollects.com](http://www.keystonecollects.com).



For additional assistance or forms, contact Keystone online or by phone.

Sincerely,

Keystone Collections Group





EMPLOYER ANNUAL EARNED INCOME TAX RECONCILIATION FORM ER-1

CHESTER TAX COLLECTION DISTRICT

DISTRICT/MUNICIPALITY: \_\_\_\_\_

Due by February 28, 2011

Tax Year 2010

Table with 2 columns: Employer Name and Address, Federal ID Number. Employer: MASEK FAMILY CORPORATION, PO BOX 6, EXTON, PA 19341-0006, EMPLOYER ACCOUNT: 151445.

- 1. Number of W-2 statements attached to this report
2. Total tax withheld as shown on attached W-2 statements
3. Quarterly tax withheld and previously reported (EQ-1)
4. Any difference between lines 2 and 3 must be fully explained in attached statement.

I certify that the information on this Form ER-1 is correct and complete.

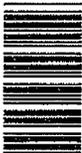
Signature \_\_\_\_\_ Date \_\_\_\_\_

FORM ER-1 INSTRUCTIONS

- To electronically file your annual reconciliation, go to www.keystonecollects.com/page/business



- Include employer full name and address.
List Federal Employer ID number.
Line 1 File reconciliation on or before February 28. Include a copy of the W-2 Form for each employee.
Line 2 Enter total tax withheld as shown on W-2 Forms.
Line 3 Enter the withheld earned income tax as previously reported for each quarter.
Remit additional amount owed when filing this reconciliation.
Employers using multiple Federal Tax (EIN) identifiers must file separate Form ER-1 reconciliations and include the applicable W-2 forms.
Remit filing to Keystone Collections Group, 546 Wendel Road, Irwin, PA 15642.





**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
www.keystonecollects.com

Form EQ-1

**Earned Income Tax Vouchers**

Due Date  
1/31/2012

Quarter  
4

Business Name MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

Municipality

Chester Tax Collection District  
See enclosed listing for applicable  
earned income tax rates

1. Gross Wages Reported
2. Tax Due
3. Penalty and Interest (1% per month)
4. Total Amount Paid

A detailed listing is required with payment  
Additional listing sheets can be acquired from our website

13410111004013112000015144500001503055



**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
www.keystonecollects.com

Form EQ-1

**Earned Income Tax Vouchers**

Due Date  
10/31/2011

Quarter  
3

Business Name MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

Municipality

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See enclosed listing for applicable  
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13410111003103111000015144500001503056



**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
www.keystonecollects.com

Form EQ-1

**Earned Income Tax Vouchers**

Due Date  
7/31/2011

Quarter  
2

Business Name MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

Municipality

Chester Tax Collection District  
See enclosed listing for applicable  
earned income tax rates

1. Gross Wages Reported
2. Tax Due
3. Penalty and Interest (1% per month)
4. Total Amount Paid

A detailed listing is required with payment  
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13410111002073111000015144500001503052



**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
www.keystonecollects.com

Form EQ-1

**Earned Income Tax Vouchers**

Due Date  
4/30/2011

Quarter  
1

Business Name MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

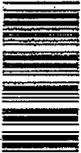
Municipality

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See enclosed listing for applicable  
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13410111001043011000015144500001503057





**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
www.keystonecollects.com

Form LST-1  
Local Services Tax Vouchers

Due Date  
1/31/2012

Quarter  
4

Business Name  
MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

Municipality

Chester Tax Collection District  
See enclosed listing for applicable  
local services tax rates

1. Total number of employees reported
2. Total Tax Remitted
3. Penalty and Interest
4. Total Amount Paid

A detailed listing is required with payment  
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13820111004013112000015144500001503059



**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
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Form LST-1  
Local Services Tax Vouchers

Due Date  
10/31/2011

Quarter  
3

Business Name  
MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

Municipality

Chester Tax Collection District  
See enclosed listing for applicable  
local services tax rates

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2. Total Tax Remitted
3. Penalty and Interest
4. Total Amount Paid

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13820111003103111000015144500001503050



**Keystone Collections Group**

546 Wendel Road  
Irwin, PA 15642-4582  
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Form LST-1  
Local Services Tax Vouchers

Due Date  
7/31/2011

Quarter  
2

Business Name  
MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

Municipality

Chester Tax Collection District  
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**Keystone Collections Group**

546 Wendel Road  
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Form LST-1  
Local Services Tax Vouchers

Due Date  
4/30/2011

Quarter  
1

Business Name  
MASEK FAMILY CORPORATION  
PO BOX 6  
EXTON, PA 19341-0006  
EMPLOYER ACCOUNT: 151445

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13820111001043011000015144500001503051

