



## Local Tax Withholding Local Services Tax

**Report and Pay Online**  
[business.KeystoneCollects.com](https://business.KeystoneCollects.com)

**Answers to FAQs**  
[KeystoneCollects.com/faqs](https://KeystoneCollects.com/faqs)

Keystone Collections Group serves as the Local Services Tax (LST) Officer for your jurisdiction. The Local Services Tax (LST) is levied on individuals employed within Prospect Park Borough. The annual LST is \$52.00. Your business must withhold and report employee LST to Keystone in compliance with Pennsylvania law. Quarterly payroll withholding returns and payments are due within 30 days after the close of each calendar quarter. *Make your payment by the quarterly due date to avoid statutory penalty, interest and Act 192 costs.*

**All employers should file and pay withheld tax online using Keystone's Business Portal**

**[business.KeystoneCollects.com](https://business.KeystoneCollects.com)**

It's quick, easy and secure.

The screenshot shows the Keystone Business Portal login interface. At the top is the Keystone Business Portal logo with the tagline 'Providing centralized access to tax filing, payment, and reporting for businesses.' Below this is a 'Log In' header. The login form includes fields for 'Username' and 'Password', each with a 'Forgot' link. Below the password field is a checkbox for agreeing to terms of service. At the bottom are links for 'Browser Support' and 'Privacy Policy', and a green 'Next' button.

### Set up a Business Portal Account

- Access **[business.KeystoneCollects.com](https://business.KeystoneCollects.com)**
- Click **Create Account** at the bottom of the page.
- Follow the onscreen instructions to register your business.
- Once logged in, under Withholdings, choose **Select** and begin entering information via file upload or manual entry.

### Take advantage of the benefits of online filing, including:

- Secure login using multifactor authentication
- Employee list stored for future transactions
- Payment scheduling
- ACH from your bank account or credit card payment accepted

**[KeystoneCollects.com](https://KeystoneCollects.com)**

If your business is unable to access online filing, refer to the reverse.

**To file by mail:**

- Download forms at **KeystoneCollects.com/forms**
  - Use the Search Setting to locate the appropriate form

**Include the following information to ensure proper handling:****Local Services Tax**

- Include your Federal Employer Identification Number (FEIN)
- PSD Code for workplace location
- Number of employees included in the return
- Report withholdings separately for each workplace location where Keystone serves as the Tax Officer

To determine the PSD code for each employee's resident location, workplace location and the applicable tax rate, access the Pennsylvania Department of Community and Economic Development website:

**KeystoneCollects.com/DCED**

**Need Help?**

Visit **KeystoneCollects.com** for answers to frequently asked questions or to contact us online. To speak with an Employer Support and Compliance Representative, call (724) 978-0328 during normal business hours.

La pagina web de Keystone esta disponible en español, puede ir a [keystonecollects.com](http://keystonecollects.com), seleccione el enlace que se encuentra en la esquina parte superior derecha y selecciona español. Visite preguntas frecuentes para respuestas sobre impuestos. Para recibir asistencia en español, por favor llame al (724) 978-2866.