

City of Williamsport Treasurer's Office
City Hall - 245 W 4th St
Williamsport, PA 17701

Welcome to Online Filing for Local Services Tax (LST) Payments

We are pleased to announce that the City of Williamsport offers online LST filings. You may now file your LST through the PALITE fast and secure online portal.

PALITE system will allow you to:

- Use Microsoft Excel files to securely send your detail to our office.
- Securely submit your payment to us using a checking or savings account.
- Schedule the date your payment is to be made, up to 30 days from your filing date.
- Store your payment details for future payments.

If you work with a tax preparer who typically submits your tax information to this office, please notify them of this new option. They can contact our office to discuss the ways in which they can file for your organization and possibly others.

1. Open your web browser and navigate to <https://employer.palite.org/EmployerOnlineV2>
2. Click the "log in" button at the top right of the page.
3. A list of collectors will be shown. Click on **City of Williamsport**.
4. Enter your EIN. **IF YOUR ACCOUNT IS NOT SET-UP WITH AN EIN, USERNAME AND**
5. Enter your username. **PASSWORD FOR ONLINE FILING, CALL OR EMAIL OUR OFFICE AT**
6. Enter your password. **THE INFORMATION AT THE BOTTOM OF THIS PAGE.**
7. Read through our terms of use. You must hit **Accept** to use the PALITE system.
8. The system can provide email updates on your filings. If you don't want these updates then press the **Skip** button. If you do want the updates, enter your email address.
9. You will need your **LST Account number** in order to file online.

Now that you're logged into the system, take some time to explore the options and features within. Please give us a call or check our website for a guide to filing your taxes with this new system. Look under the "Online LST Filing" section of the "Treasurer's Mercantile and Business Privilege & LST" webpage for a walk-through on filing your taxes for the first time. An Excel Template for uploading employee detail may also be found on our website.

Contact our office if you have any questions or problems as you begin using this new system.

Williamsport Treasurer & Tax Collector
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