



## RESIDENCY CERTIFICATION FORM

### Local Earned Income Tax Withholding

#### TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes to the local EIT collector. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change. Use the Address Search Application at [www.newPA.com/Act32](http://www.newPA.com/Act32) to determine PSD codes, EIT rates and tax collector contact information.

#### EMPLOYEE INFORMATION – RESIDENCE LOCATION

<b>NAME (Last Name, First Name, Middle Initial)</b>			<b>SOCIAL SECURITY NUMBER</b>		
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>STREET ADDRESS (No PO Box, RD or RR)</b>					
<b>ADDRESS LINE 2</b>					
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>DAYTIME PHONE NUMBER</b>		
<b>MUNICIPALITY (City, Borough or Township)</b>					
<b>COUNTY</b>	<b>RESIDENT PSD CODE</b>		<b>TOTAL RESIDENT EIT RATE</b>		
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

#### EMPLOYER INFORMATION – EMPLOYMENT LOCATION

<b>EMPLOYER BUSINESS NAME (Use Federal ID Name)</b>			<b>EMPLOYER FEIN</b>		
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)</b>					
<b>ADDRESS LINE 2</b>					
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>PHONE NUMBER</b>		
<b>MUNICIPALITY (City, Borough or Township)</b>					
<b>COUNTY</b>	<b>WORK LOCATION PSD CODE</b>		<b>WORK LOCATION NON-RESIDENT EIT RATE</b>		
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

#### CERTIFICATION

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

<b>SIGNATURE OF EMPLOYEE</b>		<b>DATE (MM/DD/YYYY)</b>
<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>	

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

[www.newPA.com/Act32](http://www.newPA.com/Act32)