



## LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

### 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. 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.

| EMPLOYEE INFORMATION - RESIDENCE LOCATION                               |                                                                                                                                           |          |                         |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|
| NAME (Last, First, Middle Initial)                                      |                                                                                                                                           |          | SOCIAL SECURITY NUMBER  |
| FIRST LINE OF ADDRESS (If PO Box, please include actual street address) |                                                                                                                                           |          |                         |
| SECOND LINE OF ADDRESS                                                  |                                                                                                                                           |          |                         |
| CITY                                                                    | STATE                                                                                                                                     | ZIP CODE | DAYTIME PHONE NUMBER    |
| MUNICIPALITY (City, Borough, Township)                                  |                                                                                                                                           |          |                         |
| COUNTY                                                                  | PSD CODE<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |          | TOTAL RESIDENT EIT RATE |

| EMPLOYER INFORMATION - EMPLOYMENT LOCATION                              |                                                                                                                                           |          |                                 |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------|
| EMPLOYER NAME (Use Federal ID Name)                                     |                                                                                                                                           |          | EMPLOYER FEIN                   |
| FIRST LINE OF ADDRESS (If PO Box, please include actual street address) |                                                                                                                                           |          |                                 |
| SECOND LINE OF ADDRESS                                                  |                                                                                                                                           |          |                                 |
| CITY                                                                    | STATE                                                                                                                                     | ZIP CODE | PHONE NUMBER                    |
| MUNICIPALITY (City, Borough, Township)                                  |                                                                                                                                           |          |                                 |
| COUNTY                                                                  | PSD CODE<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |          | MUNICIPAL NON-RESIDENT EIT RATE |

| CERTIFICATION         |               |
|-----------------------|---------------|
| SIGNATURE OF EMPLOYEE | DATE          |
| PHONE NUMBER          | EMAIL ADDRESS |

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](http://www.newPA.com)  
Select Get Local Gov Support, >Municipal Statistics