

RESIDENCY CERTIFICATION FORM / ADDRESS CHANGE

THIS FORM IS REQUIRED BY THE COMMONWEALTH OF PENNSYLVANIA TO BE COMPLETED BY EMPLOYEES WHO ARE NEW-HIRES, RE-HIRES, OR WHO CHANGE THEIR PERMANENT ADDRESS.

Form Completion Instructions:

- Use the street address where you permanently reside and pay wage/school district taxes. A P.O. Box is not considered a street address.
- To find your residence Municipality, go to <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx?T=1>.
- Do not leave any areas blank (unless shaded in gray). Incomplete forms will delay processing. Exception: Non PA (out of state) residents do not complete Municipality and County information.

Form Submission Instructions:

- **New Hires/Re-hires:** This form **must** accompany the Employee Record or Appointment Form.
- **Address Changes:** Submit this form directly to the Payroll Department.

207P Craig Hall
200 South Craig Street
Pittsburgh, PA 15260
Fax: 412-624-8072*
Email: payrollinfo@bc.pitt.edu*

*Pursuant to University Policy #10-02-08, if you are faxing or scanning for email, **include only the last 4 digits of your social security number.**

Taxation Information:

Act 32 of Pennsylvania's local tax law requires employers to withhold the appropriate Pennsylvania local wage tax and school district tax from all employees beginning in 2012.

The information provided on this form will be used to determine the local wage and school district taxes withheld from your pay.

U.S. Persons with a Non-Pennsylvania Residence who work in Pennsylvania will be taxed at the applicable nonresident local tax rate.

Non-Immigrants will be taxed according to their tax residency status.



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 <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 <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
Select Get Local Gov Support, >Municipal Statistics