

CERTIFICATE OF RESIDENCE FORM LOCAL EARNED INCOME TAX RETURN

Capital Tax Collection Bureau
8391 Spring Rd Ste #3 • New Bloomfield, PA 17068
(717) 957-7281 (Phone) • (717) 957-7295 (Fax)

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 (EIT). 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.

| SECTION 1 – EMPLOYEE PHYSICAL RESIDENT ADDRESS | | | | | |
|---|--------------------|-------|--|-------------------------|----------------------|
| NAME (Last, First, Middle Initial) | | | | SOCIAL SECURITY NUMBER | |
| PHYSICAL STREET ADDRESS (Not PO Box or c/o Address – See Section 2 below) | | | | BIRTHDATE | |
| CITY | | STATE | ZIP CODE | | DAYTIME PHONE NUMBER |
| COUNTY | SCHOOL DISTRICT | | MUNICIPALITY (City, Borough, Township) | | |
| DATE YOU BECAME A RESIDENT OF ABOVE ADDRESS | PSD CODE (6 digit) | | | TOTAL RESIDENT EIT RATE | |
| | | | | | |

| SECTION 2 – EMPLOYEE MAILING ADDRESS | | |
|---|--|----------|
| MAILING ADDRESS (Complete only if different from physical address in Section 1) | | |
| CITY | | STATE |
| | | ZIP CODE |

| SECTION 3 – SPOUSE ALSO RESIDING AT ABOVE ADDRESS | | |
|---|-----------|------------------------|
| NAME (Last, First, Middle Initial) | BIRTHDATE | SOCIAL SECURITY NUMBER |

| SECTION 4 – EMPLOYER LOCAL EMPLOYMENT LOCATION – LOCAL PHYSICAL ADDRESS | | | | |
|---|-------------------------|-------|----------|---------------------------------|
| EMPLOYER NAME (Use Federal ID Name) | | | | EMPLOYER FEIN |
| LOCAL STREET ADDRESS (Not PO Box) | | | | |
| CITY | | STATE | ZIP CODE | PHONE NUMBER |
| COUNTY | SCHOOL DISTRICT | | | |
| MUNICIPALITY (City, Borough, Township) | WORK PSD CODE (6 digit) | | | MUNICIPAL NON-RESIDENT EIT RATE |
| | | | | |

| SECTION 5 – CERTIFICATION | |
|---------------------------|---------------|
| SIGNATURE OF EMPLOYEE | DATE |
| PHONE NUMBER | EMAIL ADDRESS |

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township) PSD CODES and Earned Income Tax RATES to enter in Sections 1 and 4 above, please refer to the Pennsylvania Department of Community and Economic Development website:
www.newPA.com
Select Get Local Gov Services >Local Gov in PA> Municipal Statistics > Local Tax Databases>EIT/PIT/LST Tax Registers