



RESIDENCY CERTIFICATION FORM

Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

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

EMPLOYEE INFORMATION – RESIDENCE LOCATION

NAME (Last Name, First Name, Middle Initial)			BANNER ID/CWID <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 10px;"></div> <div style="width: 10px;"></div> <div style="width: 10px;"></div> <div style="width: 10px;"></div> <div style="width: 10px;"></div> <div style="width: 10px;"></div> <div style="width: 10px;"></div> <div style="width: 10px;"></div> </div>			
STREET ADDRESS (No PO Box, RD or RR)						
ADDRESS LINE 2						
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER			
MUNICIPALITY (City, Borough or Township)			COUNTY			

- ☐ I am a remote worker. My work location address is the same as my home address.
- ☐ The residence information above matches my HR Use Only address in Banner. Email newhire@okstate.edu to update the HR Use Only address.

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.	
SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS

PAYROLL ONLY:

When this document is received, make sure the residence location on the form matches the HR Use only address in Banner. Go to <https://apps.dced.pa.gov/Munstats-Public/FindLocalTax.aspx> and enter the address. Enter the Rates as 6PA-EIT and 7PA-PST flat amount. Enter the amounts below and prepare the calculations. Include a screenprint from the website in the documentation. Update the tax withholding per procedures.

2PA-State tax withholding.

6PA-EIT Deduction Code: Enter the PSD Code as the Reference. This is needed for tax remittance.

7PA-PSD Deduction Code: Divide the LST amount by the number of pay periods. Enter as the amount. Enter the PSD Code as the reference.

Email payroll with a copy of support. Subject: PA Local Tax – [PSD CODE], Body: Please verify that the registration is complete for this local tax.