

# CERTIFICATE OF RESIDENCE FORM LOCAL EARNED INCOME TAX RETURN

**Capital Tax Collection Bureau**  
506 South State Rd • Marysville, PA 17053  
(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						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>									

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)		MUNICIPAL NON-RESIDENT EIT RATE														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="6" style="padding: 2px;">WORK PSD CODE (6 digit)</td> </tr> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>			WORK PSD CODE (6 digit)											
WORK PSD CODE (6 digit)																

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](http://www.newPA.com)  
Select Get Local Gov Services >Local Gov in PA> Municipal Statistics > Local Tax Databases>EIT/PIT/LST Tax Registers