

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
		<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>			

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)		
		<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>		
		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