How to find your PSD Code and Total EIT Rate using your home address

Example of using the www.NewPA.com website to find your PSD Code and Total Resident EIT Rate using Albright College as your home address:

1. Go to http://munstatspa.dced.state.pa.us/FindLocalTax.aspx
2. Enter your home street address (do not enter PO Box), City, State, and Zip
3. Click to retrieve results in separate window (note: you may need to allow pop-ups from this site)

Click to retrieve information. If multiple municipality/school district combinations exist for your address, you may be prompted to select the applicable combo.

1 Non-PA residents need not complete this form; enter 880000 as your PSD Code and leave Total EIT Rate blank.
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4. After clicking [View Report], a new window should open (If not, check to see that you have de-activated the Pop-up Blocker)
   a. In some cases, multiple municipality / school district combinations may exist for your specific address.
   b. If so, you will be prompted to select the applicable combination before you will be redirected to results screen.
   c. Select the applicable combination

Note: the following is a sample of the screen where multiple municipality / school district combinations exist for a home address (this does not pertain to the Albright College address used for the rest of this example)

Click on the open bullet that matches your actual circumstance.
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5. The results window ("Your Local Tax Rates") will provide a breakdown of the applicable Total Resident EIT Rate ("Total") into:
   a. the tax rate assessed by the municipality; and
   b. the tax rate assessed by the school district, if applicable.
6. It will also list the PSD Code of the respective Tax Collectors.
7. Please transcribe the information onto your Substitute Local Earned Income Tax Residency Certification Form.
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8. Write in the **PSD Code** and the **Total Resident EIT Rate** on the “Substitute Local Earned Income Tax Residency Certification Form”

9. Sign and date the form in the “Certification” section of the form. The **Phone Number** and **e-mail information** are optional, but may be helpful if we need to clarify your submission. Please enter the contact information where you are most easily accessed during normal business hours.

Please sign and date (required); and provide contact information where you may be reached (optional)