

SUBSTITUTE LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM



TO EMPLOYERS/TAXPAYERS:

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. 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.

EMPLOYEE INFORMATION - RESIDENCE LOCATION

NAME (Last, First, Middle Initial)			ALBRIGHT COLLEGE CLOCK #
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
SCHOOL DISTRICT			
MUNICIPALITY (City, Borough, Municipality)			
COUNTY	PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		TOTAL RESIDENT EIT RATE



Find your specific **PSD CODE** and **TOTAL RESIDENT EIT RATE** by entering your home address at: <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx>

EMPLOYER INFORMATION - EMPLOYMENT LOCATION

EMPLOYER NAME (Use Federal ID Name) ALBRIGHT COLLEGE			EMPLOYER FEIN 23-1352615
FIRST LINE OF ADDRESS (If PO Box, please include actual street address) 13TH AND BERN STREETS			
SECOND LINE OF ADDRESS P.O. BOX 15234			
CITY READING	STATE PA	ZIP CODE 19612-5234	PHONE NUMBER (610) 921-7654
MUNICIPALITY (City, Borough, Township) READING			
COUNTY BERKS	PSD CODE <input type="text"/> 0 <input type="text"/> 6 <input type="text"/> 1 <input type="text"/> 3 <input type="text"/> 0 <input type="text"/> 1		MUNICIPAL NON-RESIDENT EIT RATE 1.10

CERTIFICATION

SIGNATURE OF EMPLOYEE		DATE
PHONE NUMBER	EMAIL ADDRESS	

Alternative navigation to "Find Your Withholding Rates by Address":

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

www.newPA.com

Select Get Local Gov Support, >Municipal Statistics

Then select **Address Search** under EIT/PIT/LST Tax Information to be redirected to: <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx>.