

Beginning on January 1, 2012, Act 32 takes effect which makes all Pennsylvania employers responsible for withholding local earned income taxes from employee paychecks. This is the 1% tax that is paid by all wage earners. Half of the taxes collected go to Aspinwall Borough and the other half go to the Fox Chapel School District. We are asking for your assistance to ensure that the local earned income taxes deducted from your paychecks are received by Aspinwall Borough and the Fox Chapel School District for the benefit of your family, the Borough and the School District.

To prepare for this change, all wage earners are required to file a Certificate of Residence form with their employers. It is your employers' responsibility to get this information from you; however, in order to assist you, we are posting a copy of this form on the Borough website which is [www.aspinwallpa.com](http://www.aspinwallpa.com). Please note that the Political Subdivision Code that must be entered in the PSD Code Box on the Certificate of Residency form is 710401.

If your employer's payroll department is unfamiliar with this form, please suggest they contact Keystone Collections at 1-888-328-0558. Please submit this form to your employers as soon as possible. This will allow us to continue to deliver quality services that you and your family expect from the Borough.

Thank you for your cooperation in this very important matter.



## RESIDENCY CERTIFICATION FORM

### Local Earned Income Tax Withholding

#### 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 Name, First Name, Middle Initial)			SOCIAL SECURITY NUMBER <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> </div>
STREET ADDRESS (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	RESIDENT PSD CODE <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> </div>	TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> </div>
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	WORK LOCATION PSD CODE <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> </div>	WORK LOCATION NON-RESIDENT EIT RATE	

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

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](http://www.newPA.com)