

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.

Payroll Office Fax Number: 610-683-4881

EMPLOYEE INFORMATION - RESIDENCE LOCATION					
NAME (Last Name, First Name, Middle Initial)			Social Security or Personnel Number <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> </div>		
STREET ADDRESS (No PO Box, RD or RR)					
CITY		STATE	ZIP CODE	DAYTIME PHONE NUMBER	
MAILING ADDRESS		CITY	STATE	ZIP CODE	KU Student ID Number
MUNICIPALITY (City, Borough or Township) CIRCLE ONE					
COUNTY		RESIDENT PSD CODE <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> </div>		TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION					
EMPLOYER BUSINESS NAME (Use Federal ID Name) PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION - KUTZTOWN UNIVERSITY			EMPLOYER FEIN <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> 2 5 1 6 9 0 6 9 4 </div>		
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR) 15200 KUTZTOWN ROAD					
SECOND LINE OF ADDRESS					
CITY KUTZTOWN		STATE PA	ZIP CODE 19530	PHONE NUMBER 610-683-1353	
MUNICIPALITY (City, Borough or Township) MAXATAWNY TOWNSHIP					
COUNTY BERKS		WORK LOCATION PSD CODE <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> 0 6 1 0 0 6 </div>		WORK LOCATION NON-RESIDENT EIT RATE 1.00%	

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 (List Kutztown 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