

# ***West Jefferson Hills School District***

## **NOTICE TO EMPLOYEES**

### **PENNSYLVANIA'S ACT 32: IMPORTANT CHANGES TO THE WAY YOUR LOCAL EARNED INCOME TAX IS COLLECTED ON AND AFTER JANUARY 1, 2012**

Act 32, signed into law in 2008, completely restructures the withholding, reporting and collection of local Earned Income Taxes (EIT) in Pennsylvania. Act 32 makes the following changes:

- Establishes a single Tax Collection District, or TCD, in each county. (The only exceptions are Allegheny County, which has 4 TCDs, and Philadelphia County, which is exempt from Act 32.)
- Requires that employers withhold all local Earned Income Taxes (EIT) imposed on the compensation of their employees and remit these taxes to a single Tax Collector.
- The taxes will then be distributed to the appropriate political subdivision (PSD) in which the employee resides.

**All new hires and existing employees with a change of address must complete a Certificate of Residency Form. In order to ensure Earned Income Tax is withheld and remitted properly, it is important to complete ALL information in the Employee Information Section. *Please note that P.O. Boxes are not accepted.***

**Incomplete forms could delay the processing of your paycheck.**

Please access the [www.newPA.com](http://www.newPA.com) website for assistance in obtaining the PSD Code and Earned Income Tax rate for your municipality:

Click on Act 32 Information (on the right side);  
Click on Address Search under (How do I find EIT rates and PSD codes?);  
Enter your personal information, and click to view report.

For your convenience, employees that reside within the West Jefferson Hills School District should use the following PSD Codes:

Borough of Jefferson Hills:	PSD Code	731901
Borough of Pleasant Hills:	PSD Code	731902
Borough of West Elizabeth:	PSD Code	731903

[Click here to download forms.](#)