

**West Jefferson Hills School District**  
**NOTICE TO EMPLOYEES**  
**PENNSYLVANIA'S ACT 32:**  
**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.

What does this mean for employees?

**All employees must complete a Residency Certification Form .** In order to ensure your EIT is withheld and remitted properly, it is important to complete **ALL** information in the Employee Information Section. ***Even though the area is shaded, the PSD Code and % must be completed by the employee. PLEASE DO NOT LEAVE THIS AREA BLANK. These fields determine how your local wage tax will be submitted.***

*Please note that P.O. Boxes are not accepted.*

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

Click on the Community tab (on the far right)

Click on PSD Codes & EIT Rates

Scroll over PSD Codes & Rates and select Lookup Address

Enter your personal information, and click to view report.

***(Note: The Residency Certification Form & Instructions are also available in this area)***

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 |