

**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



## 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
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	TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN
WEST JEFFERSON HILLS SD - PLEASANT HILLS MIDDLE SCHOOL			2 5 6 0 0 4 2 1 5
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)			
404 OLD CLAIRTON ROAD			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
PITTSBURGH	PA	15236	412-655-8680
MUNICIPALITY (City, Borough or Township)			
PLEASANT HILLS BORO			
COUNTY	WORK LOCATION PSD CODE	WORK LOCATION NON-RESIDENT EIT RATE	
ALLEGHENY	7 3 1 9 0 2	0.0%	

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)