

# ***North Strabane Township***

1929 Route 519 South  
Canonsburg, Pennsylvania 15317

J. Gregory Sulc, Chairman  
Stephen C. Motzer, Vice Chairman  
William A. Brooks, Supervisor  
Robert F. Balogh, Supervisor  
Jeff Stanley, Supervisor

Frank R. Siffrinn, Manager  
The Gateway Engineers  
J. Patrick Smider, Solicitor

Dear Resident,

Effective January 1, 2012, all Pennsylvania employers will be responsible for withholding local earned income taxes from employee paychecks. Your assistance is needed to insure that local income taxes deducted from your paycheck are received by North Strabane Township.

To prepare for this change, all employees are required to file a Certification of Residency Form with their employers. The six digit Political Subdivision Code (PSD Code) that you place on this form determines which municipality will receive your earned income tax payment. To facilitate the completion of the form, the six digit code has been inserted on the form for your convenience.

If you do not complete and submit the Certification of Residency Form, chances are your taxes will be directed to another municipality. North Strabane Township will not receive what it should, which may impact tax rates in future years. Also, you will still be legally obligated for paying earned income taxes to North Strabane plus penalties and interest.

A Certification of Residency Form with the PSD Code already inserted is enclosed. Please complete Section 1, Employee Information – Residence Location. Sign the form in Section 3, Certification; to verify the information you provided is correct. Your employer is responsible for completing Section 2. Submit your completed Certification of Residency Form as soon as possible to your employer's payroll department.

Extra Certification of Residency Forms can be obtained from the Township office or downloaded from the Township website at [www.northstrabanetwp.com](http://www.northstrabanetwp.com). Every wage earner must submit a completed form.

Please submit this form to your employer. Your prompt response will insure the Township receives operating revenue in a timely manner vital to the continued delivery of municipal services to you and your family.

Thank you for your assistance and cooperation.

Board of Supervisors  
North Strabane Township



## LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

### 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, First, Middle Initial)			SOCIAL SECURITY NUMBER				
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)							
SECOND LINE OF ADDRESS							
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER				
MUNICIPALITY (City, Borough, Township)							
COUNTY	PSD CODE			TOTAL RESIDENT EIT RATE			
	6	3	0	6	0	3	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION							
EMPLOYER NAME (Use Federal ID Name)			EMPLOYER FEIN				
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)							
SECOND LINE OF ADDRESS							
CITY	STATE	ZIP CODE	PHONE NUMBER				
MUNICIPALITY (City, Borough, Township)							
COUNTY	PSD CODE			MUNICIPAL NON-RESIDENT EIT RATE			

CERTIFICATION	
SIGNATURE OF EMPLOYEE	DATE
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)  
Select Get Local Gov Support, >Municipal Statistics