

FRANKLIN COUNTY AREA TAX BUREAU
 443 Stanley Ave • Chambersburg PA 17201-3600
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 to the local EIT collector. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name or address change. Use the Address Search Application at dced.pa.gov/Act32 to determine PSD codes, EIT rates, and tax collector contact information.

EMPLOYEE INFORMATION - RESIDENCE LOCATION											
NAME (Last Name, First Name, Middle Initial)			SOCIAL SECURITY NUMBER								
STREET ADDRESS (No PO Box, RD or RR)											
ADDRESS LINE 2											
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER								
MUNICIPALITY (City, Borough, Township)											
COUNTY	RESIDENT PSD CODE		TOTAL RESIDENT EIT RATE								
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

EMPLOYER INFORMATION – EMPLOYEMENT LOCATION											
EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN								
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)											
ADDRESS LINE 2											
CITY	STATE	ZIP CODE	PHONE NUMBER								
MUNICIPALITY (City, Borough, Township)											
COUNTY	WORK LOCATION PSD CODE		WORK LOCATION NON-RESIDENT EIT RATE								
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

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:
Dced.pa.gov/Act32

**FRANKLIN COUNTY AREA TAX BUREAU
CERTIFICATE OF RESIDENCE FORM INSTRUCTIONS**

Purpose

The Certificate of Residence will allow your employer to provide the tax bureau with the information required to distribute the local earned income tax withheld from your paycheck to the correct municipality and school district. You need to provide your employer with your **DOMICILE** address (i.e. permanent/principal physical address). This address may differ from your mailing address.

Determining Your Domicile

Most individuals have just one principal place of residence and can easily determine their domicile by considering the following characteristics of one's domicile. A domicile is:

- A permanent home to which you have the intention of returning to when absent
- A voluntary fixed place of habitation that is not for a special or limited purpose
- A fixed place of habitation which you consider to be permanent rather than temporary

If you can determine your domicile using the above criteria, go to "Instructions" below. If not, read on.

You may maintain two or more non-temporary residences and will have to select one of those permanent residences as your domicile since you can only have ONE (1) domicile. To accomplish this, the domicile should be determined based on the place where you have the greatest connections or the place you intend to be your domicile.

Items to consider in determining the residence with the greatest connections would include where a person:

- maintains a driver's license and vehicle registration
- obtains a homestead or farmstead exemption on property
- declares residency for licenses, income tax returns or school tuition
- fulfills local tax obligations
- registers to vote
- spends the greatest amount of time
- has doctors, lawyers and accountants
- worships regularly
- participates in social, fraternal or athletic organization

Your domicile does not change until you move to another location with the sincere intention of making your "new" permanent home there and abandoning your previous domicile. File a new certificate with your employer at the time this occurs.

Instructions

Instructions to Employees: Complete Sections 1, 2, 3, & 5 and return to your employer at time of employment or change of permanent address and/or name. **Shaded area in Section 1 should be completed by your employer.**

Instructions to Employers: Complete Section 4 of this form and the shaded area of Section 1. If you have multiple work locations, be sure to indicate the local address where the employee in Section 1 works. You will need the information in Section 1 and Section 4 when completing your local withholding tax return (Form 511).

Determine the correct PSD Code and Withholding Rate for the employee's residence address in Section 1 and the PSD Code and Withholding Rate for the work location address in Section 4. Under Act 32 of 2008, you are required to withhold from the employee the higher of the Section 1 resident rate or the Section 4 non-resident rate.

Mail a copy of the completed certificate of residence to the tax bureau and keep a copy for your payroll/personnel records. You may send them in as they are completed or submit them along with your next tax return (Form 511).