



Jordan Tax Service, Inc.

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www.jordantax.com

Tax & Record
Services

Municipal

Business

Individual

Dear Resident:

Act 32 of 2008 is a Pennsylvania law that was passed with the intention of simplifying the way local earned income tax is paid and collected throughout the state. The law will affect taxpayers, employers, municipalities, school districts, and tax collectors across Pennsylvania.

The most significant change of Act 32 is the consolidation of local earned income tax collectors. Commencing January 1, 2012, all Pennsylvania employers will be responsible for withholding local Earned Income Taxes from employee paychecks. Your help is needed to ensure that the local income taxes deducted from your paycheck are received by the Borough of Coraopolis and the Cornell School District.

To prepare for this change, all employees are required to file a Residency Certification Form with their employer. The 6 digit Political Subdivision Code (PSD Code) that you place on this form determines which municipality and school district will receive your Earned Income Tax payment. It is therefore essential that this code be entered correctly. The 6 digit PSD Code for the Borough of Coraopolis and the Cornell School District is 730701.

It is important to complete and submit the Residency Certification Form to your employer, so your taxes will be directed to where you reside and file your local taxes. If you are self-employed, this form is not required and you are still required to file and pay quarterly.

To assist the Borough of Coraopolis residents, we have enclosed a Residency Certification Form with the PSD Code already inserted. Please complete the remainder of Section 1 entitled "Employee Information – Residence Location." Place your signature in Section 3 to certify that the information you provided is correct. The employer is responsible for completing Section 2. **Submit your completed Residency Certification Form as soon as possible to your employer's payroll department.**

An extra Residency Certification Form is included with this letter in case there is an additional wage earner in your household. Additional forms can be found at www.jordantax.com/act32 if you have more than two wage earners in your household. **Every wage earner must submit a form to their employer.**

If your employer's payroll department is unfamiliar with the form, please suggest they contact Jordan Tax Service, Inc. at (412) 345-7966.

Thank you for your help and cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Jordan Tax Service, Inc." is written over a horizontal line. Below the line, the text "Jordan Tax Service, Inc." is printed in a standard sans-serif font.



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) CORAOPOLIS BOROUGH			
COUNTY ALLEGHENY			

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			

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

Select Get Local Gov Support, >Municipal Statistics