

**MOUNT PLEASANT TOWNSHIP
BOARD OF SUPERVISORS**

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Dear Mount Pleasant Township resident,

Starting on January 1, 2012, all Pennsylvania employers will be responsible for withholding local Earned Income Taxes from employee paychecks. Your help is needed to insure that the local income taxes deducted from your paycheck are received by Mount Pleasant Township and the Fort Cherry School District for the benefit of your family.

To prepare for this change, all employees are required to file a Certification of Residency Form with their employers. The 6 digit Political Subdivision Code (PSD Code) that is placed 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 code for Mount Pleasant Township and the Fort Cherry School District is 630903.

If you do not complete and submit the Certification of Residency Form, there is a good chance that your taxes will be directed to another municipality and school district. Should this be the case, you are still responsible for paying taxes to Mount Pleasant Township and the Fort Cherry School District. In addition, any late payments will be subject to penalties and interest.

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

Please make additional copies of this form for all wage earners in your household. Additional forms can also be found at www.mpt-pa.com should you need them. Every wage earner must submit a form.

If your employer's payroll department is unfamiliar with the form, please suggest they contact Keystone Municipal Collections at 1-866-539-1100 or visit www.keystonecollects.com.

Please submit this form to your employer as soon as possible. Our ability to continue to deliver the services your family expects and needs depends on your cooperation.

Sincerely,

Mary Ann Stevenson
Township Manager
Mount Pleasant Township
Board of Supervisors



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 <div style="display: flex; justify-content: space-around; font-family: monospace; font-size: 1.2em;"> 6 3 0 9 0 3 </div>			TOTAL RESIDENT EIT RATE 1%	

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 <div style="display: flex; justify-content: space-around; font-family: monospace; font-size: 1.2em;"> </div>			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
 Select Get Local Gov Support, >Municipal Statistics