

## Certificate of Residency

Use this form to report essential information for the collection and distribution of Local Earned Income Tax. Each employee must complete this form when hired or to document a name or address change. Employer must **retain** this Certificate of Residency as an addendum to the Federal Employee's Withholding Allowance Certificate (Form W-4). **Do not forward this form to tax collector or governmental authority unless requested to do so.**

### Section I – To be completed by EMPLOYEE:

1. Employee first name and middle initial.	Last name	2. Employee social security number
3. Home address (street or rural route/DO NOT use P.O. Box)	City or town, state and ZIP code	
4. Phone number (      )	5. Employee e-mail	
6. Employee municipality of residence (identify the municipal jurisdiction where the employee resides)	7. Resident PSD Code (obtain from employer)	
8. Employee signature ►		Date ►

*Employer must confirm that proper, official PSD Code for resident municipality appears in Box 7 above and that proper official PSD Code for the municipality of employee's workplace appears in Box 13 below.  
The municipal PSD Codes are available from the Keystone "Employer Resources" webpage link at [www.keystonecollects.com](http://www.keystonecollects.com)*

### Section II – To be completed by EMPLOYER:

9. Employer name.	10. Federal EIN
11. Business address (number and street or rural route)	City or town, state and ZIP code
12. Employer municipality (identify the municipal jurisdiction where employee works)	13. Workplace PSD Code
14. Phone number (      )	15. Employer e-mail