HOW TO DETERMINE YOUR PA LOCAL EARNED INCOME TAX RATE AND PSD CODE

All employees must complete a PA Residency Certification Form.

If your permanent residence is <u>outside the state of PA</u> simply complete the form and enter <u>880000</u> in the Resident PSD Code field and zero in the EIT rate field.

If your permanent residence is in <u>Philadelphia</u> simply complete the form and enter <u>510101</u> in the Resident PSD Code field.

<u>For all others</u>, to determine your appropriate MUNICIPALITY (City, Borough, Township), PSD CODES, and EIT (Earning Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development Website.   www.newPA.com or follow the 6 steps below.
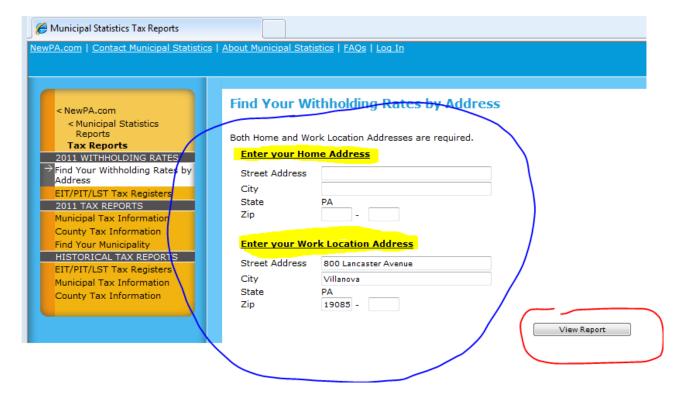
1.   Go to www.payroll.villanova.edu

        On the Payroll home page, select **PSD Address Search Link**

2.   Enter your home address and your work address.

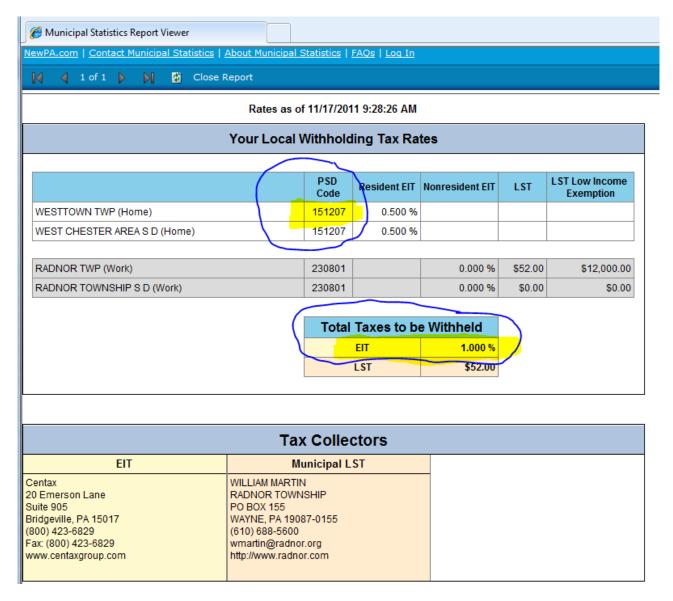   Work Address: 800 Lancaster Avenue

                         Villanova, PA 19085

NOTE: Make sure your pop up blocker is off or select temporarily allow pop ups from this site.

3.   Click the "View Report" button.

You should see a report similar to the sample below.

4. Enter the PSD Code and the EIT combined percent shown in the "**Total Taxes to be Withheld**" box on your Residency Certification Form in the appropriate blocks.

5. If your report indicates zero percent (0.000%) you still must complete the form. Enter the PSD Code and 0.00% on your Residency Certification Form in the appropriate blocks.

NOTE: The Residency Certification Form must contain your <u>full Social Security Number, and must be signed.</u>

6. Once all fields are complete on your Residency Certification Form, you may send, email, or deliver the form to the Payroll Office. St. Mary's Hall room 121.

Going forward, anytime you change your address, you are required by Pennsylvania law to go through these steps again and complete a new Residency Certification Form and send it to Payroll.