

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

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 <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx>
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.

The screenshot shows the 'Municipal Statistics Tax Reports' website. The main heading is 'Find Your Withholding Rates by Address'. Below the heading, it states 'Both Home and Work Location Addresses are required.' There are two sections for address entry: 'Enter your Home Address' and 'Enter your Work Location Address'. The 'Home Address' section has empty fields for Street Address, City, State (PA), and Zip. The 'Work Location Address' section has pre-filled fields: Street Address (800 Lancaster Avenue), City (Villanova), State (PA), and Zip (19085). A 'View Report' button is located at the bottom right of the form area. A blue circle highlights the form fields, and a red circle highlights the 'View Report' button.

3. Click the "View Report" button.

You should see a report similar to the sample below.

Municipal Statistics Report Viewer

NewPA.com | Contact Municipal Statistics | About Municipal Statistics | FAQs | Log In

1 of 1 Close Report

Rates as of 11/17/2011 9:28:26 AM

Your Local Withholding Tax Rates

	PSD Code	Resident EIT	Nonresident EIT	LST	LST Low Income Exemption
WESTTOWN TWP (Home)	151207	0.500 %			
WEST CHESTER AREA S D (Home)	151207	0.500 %			
RADNOR TWP (Work)	230801		0.000 %	\$52.00	\$12,000.00
RADNOR TOWNSHIP S D (Work)	230801		0.000 %	\$0.00	\$0.00

Total Taxes to be Withheld	
EIT	1.000 %
LST	\$52.00

Tax Collectors

EIT	Municipal LST
Centax 20 Emerson Lane Suite 905 Bridgeville, PA 15017 (800) 423-6829 Fax: (800) 423-6829 www.centaxgroup.com	WILLIAM MARTIN RADNOR TOWNSHIP PO BOX 155 WAYNE, PA 19087-0155 (610) 688-5600 wmartin@radnor.org http://www.radnor.com

4. Enter the PSD Code and the EIT 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 full Social Security Number, and must be signed.

6. Once all fields are complete on your Residency Certification Form, you may send, email, or deliver the form to Margaret.hall@villanova.edu in the Payroll Office.

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