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To: All Employees
From: Heather Garrity
Payroll Administrator
Date: November 3, 2011
RE: Local EIT Residency Certification Form

Due to Act 32 becoming effective January 1, 2011, all employees are required to complete the Local EIT Residency Certification Form and return it to Human Resources by October 21, 2011. Act 32 requires an employer to file all Local EIT with one tax collector, Centax. Employers are required to have these completed, signed forms on file in all employees' personnel files to verify each employees taxing districts.

You must complete the Employee Information – Residence Location for where you LIVE. You must be sure to have the correct Municipality, School District and County. You can look up this information by going online to <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx> and entering your home address and work address.

You must also complete the Employer Information – Employment Location for your work place location. Employer name will be County of Schuylkill for everyone. You must then fill in the actual address of your work location, Municipality, School District, and County. If you work in more than one office or location, give the information for your primary work location.

Be sure to sign and date under Certification.

Return the form to me in Human Resources.