

Board Members & Officers

Chairman
MICHAEL T. DEBBIS

Vice Chairman
ANDREW R. SCHRADER

Board Members
THOMAS A. CASCIOLA
KEVIN W. CAMERSON
FRANK K. LUDWIN



Cecil Township

Washington County - Commonwealth of Pennsylvania
3599 Millers Run Road, Suite 101, Cecil, PA 15321
www.ceciltownship-pa.gov

Township Manager
DONALD A. GENNUSO

(724) 745-2227

Fax (724) 745-2905

Dear Cecil 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 Cecil Township and the Canon McMillan 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 you place 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 PSD Code for Cecil Township and Canon McMillan School District is 630602.**

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 Cecil Township and the Canon McMillan School District. In addition your payment will be subject to penalties and interest.

To assist Cecil 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 provide is correct. Your employer is responsible for completing Section 2. Submit your completed Certification of Residency Form as soon as possible to your employer's payroll department.

An extra Certification of Residency Form is included with this letter in case there is an additional wage earner in your household. Additional forms can also be found at www.ceciltownship-pa.gov. Every wage earner must submit a form.

If your employer's payroll department is unfamiliar with the form, please suggest they contact Keystone Collections at 1-888-328-0558. 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,

Donald A. Gennuso
Manager, Cecil Township

Enclosures (2)



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) Cecil Township					
COUNTY Washington County		PSD CODE 6 3 0 6 0 2			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			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