

PAYROLL INFORMATION

<input type="checkbox"/>	NEW HIRE
<input checked="" type="checkbox"/>	CHANGE OF INFORMATION
<input type="checkbox"/>	TERMINATION

FULL NAME _____ POSITION _____
SOCIAL SECURITY # _____ PHONE # _____
DATE OF BIRTH _____ SEX: M F RACE: _____
ADDRESS _____

If you are having the Local Service Tax *currently* taken out by another employer, please fill out the Local Service Tax Exemption Certificate provided by the Personnel Office.

If you have had Local Service Tax *deducted by a previous employer*, please attach proof of the amount deducted. The WHSD will deduct the balance due for the calendar year.

Have you been employed by a Pennsylvania Public School Entity prior to July 1, 1994? ____ Yes ____ NO

Have you retired from a School District? ____ Yes ____ No
If Yes, what was the name of the School District and the State? _____
What was the month and year of your retirement? _____

X _____ DATE _____
EMPLOYEE SIGNATURE

<i>For Personnel Office Only:</i>	
First Day Worked _____	
Last Day Worked _____	
<input type="checkbox"/>	Approved for Tuition Reimbursement

<i>For Payroll Office Only:</i>	
Retirement _____	Other: _____
Insurance _____	_____
Union Dues _____	_____
ASN# _____	
First Day Worked _____	

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 5 DAYS TO:
Woodland Hills Administration Building, 2430 Greensburg Pike, Pittsburgh PA 15221
Attn: Teri Miller, Business Office

DCEd-CLGS-06 (1-11)



COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
 GOVERNOR'S CENTER FOR LOCAL GOVERNMENT SERVICES

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.

If you are unsure of what municipality you pay your Earned Income Tax to, please visit the following link:
<http://munstatspa.dced.state.pa.us/FindLocalTax.aspx>

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)				
COUNTY	PSD CODE		TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION				
EMPLOYER NAME (Use Federal ID Name) WOODLAND HILLS SCHOOL DISTRICT (see attached)			EMPLOYER FEIN 25-1401743	
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)				
SECOND LINE OF ADDRESS (school where you are employed)				
CITY (address of school where employed)	STATE	ZIP CODE	PHONE NUMBER	
MUNICIPALITY (City, Borough, Township) (where school is located)				
COUNTY ALLEGHENY	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

SCHOOL/PHONE #	ADDRESS	MUNICIPALITY
Academy 412-824-2450	126 Monroeville Avenue Turtle Creek PA 15145	Turtle Creek Borough
Edgewood Elementary 412-731-2238	241 Maple Avenue Pittsburgh PA 15218	Edgewood Borough
Dickson Elementary 412-731-5816	7301 Schoyer Avenue Pittsburgh PA 15218	Swissvale Borough
Fairless Elementary 412-271-1317	531 Jones Avenue North Braddock PA 15104	North Braddock Borough
Shaffer Elementary 412-371-4535	37 Garden Terrace Pittsburgh PA 15221	Churchill Borough
Wilkins Elementary 412-824-3231	362 Churchill Road Pittsburgh PA 15221	Wilkins Township
Junior High School 412-351-0698	7600 Evans Street Pittsburgh PA 15218	Swissvale Borough
High School 412-244-1100	2550 Greensburg Pike Pittsburgh PA 15221	Churchill Borough
Administration Building 412-731-1300	2430 Greensburg Pike Pittsburgh PA 15221	Churchill Borough