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Form **W-4**

# Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold

Department of the Treasury  
Internal Revenue Service

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## General Instructions

Section references are to the Internal Revenue Code.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the

correct amount of tax from your pay. For more information, see the instructions for Form W-4.

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest

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# RESIDENCY CERTIFICATION FORM

## Local Earned Income Tax Withholding

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 to the local EIT collector. 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. Use the Address Search Application at [www.newPA.com/Act32](http://www.newPA.com/Act32) to determine PSD codes, EIT rates and tax collector contact information.

### EMPLOYEE INFORMATION - RESIDENCE LOCATION

Name (Last, First, Middle Initial) (No PO Box, RD or RR)

Address (Street, Apt, P.O. Box, etc.)

City

State

Zip Code

County (County Name)

County Code

PSD Code



Employer Name (Company Name)

University of Scranton

Address (Street, Apt, P.O. Box, etc.)

City

State

Zip Code



SCRANTON, PENNSYLVANIA 18510  
PHONE: (570) 941-7767 € FAX: (570) 941-4636