FROM: Frances Conwell, Payroll Manager

RE: Important New Tax Information – Earned Income Tax(EIT)

DATE: November 4, 2011

Local governments in Pennsylvania are authorized to impose a variety of local taxes, such as the earned income tax and the local services tax.

PA Act 32, which will become effective January 1, 2012, will require employers to deduct from payroll the greater of the employee's resident tax (where the employee lives) or the employee's nonresident tax (where the employee works). Cabrini College resides within the municipality of Radnor Township where currently there is no Earned Income Tax (EIT), so beginning in January 2012, payroll will begin withholding resident EIT from employees who reside in municipalities with an Earned Income Tax.

Needed for the implementation of this new requirement is the completion of the Certificate of Residency form by all College employees. The Certificate of Residency requires information identifying the political subdivision (PSD CODE) where you live. In order to determine your PSD Code please go to: http://munstatspa.dced.state.pa.us/Registers.aspx

- Under "Select Register": Click on Earned Income Tax/Personal Income Tax (with tax collector information)
- Under "Select County/Municipality of interest": Type in the name of the county in which you reside (ie: Delaware County)
- Click on "view report" (in the bottom right hand corner)
- Select: "Official Register" and "View Register"
- Scan the alphabetical list to find your PSD Code and enter it on the *Certificate of Residency* form.

If you are not certain what Municipality you reside in you may use the "Find Your Municipality" link and enter your street address: http://munstatspa.dced.state.pa.us/FindLocalTax.aspx?T=1

Please note: If your locality does not currently have an Earned Income Tax, the address search will have no results and your municipality will not be listed on the register. In this case, please write NO EIT, below the PSD box.

If you have not already done so, please complete the attached *Certificate of Residency* and submit it to the Payroll Office no later than Friday, November 11, 2011. This form will also be available in the offices of Payroll and Human Resources as well as on the College's website under Payroll Forms http://www.cabrini.edu/About/Leadership-and-Administration/Administrative-Offices-and-Departments/Business-Office/Payroll.aspx.

Please remember that the Certificate of Residency must accompany any change of address notification.

Should you have any questions regarding the implementation of PA Act 32, please contact Frances Conwell, Manager of Payroll at 610-902-8278 and fconwell@cabrini.edu.



RESIDENCY CERTIFICATION FORM Local Earned Income Tax Withholding

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.

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EMPLOYEE INFORMAT	ION - RESIDE	NCE LOCATION	
NAME (Last Name, First Name, Middle Initial)			BANNER TO NUMBER
STREET ADDRESS (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough or Township)		<u> </u>	
COUNTY	RESIDENT PSD C	ODE	TOTAL RESIDENT EIT RATE
SCHOOL DISTRICT			
EMPLOYER INFORMATION	ON - EMPLOY	MENT LOCATION	
EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN 2 3 1 5 2 6 6 6 8
Cabrini College		<u> </u>	2 3 1 5 2 6 6 6 8
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PC 610 King of Prussia Rd	D Box, RD or RR)		
SECOND LINE OF ADDRESS			
			·
CITY	STATE	ZIP CODE	PHONE NUMBER
Radnor	PA	19087	610-902-8278
MUNICIPALITY (City, Borough or Township)	<u> </u>	<u> </u>	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Radnor Township			
COUNTY	WORK LOCATION		RK LOCATION NON-RESIDENT EIT RATE
Delaware	2 3	0 8 0 1	0%
CERT	TIFICATION		
Under penalties of perjury, I (we) declare that I (we) schedules and statements and to the best of	have examined this	information, including all a	ccompanying
SIGNATURE OF EMPLOYEE	my (our) belief, mey	are true, correct and con	DATE (MM/DD/YYYY)
STATE OF LIMITORE			DATE (MIM/DD/TTTT)
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