

IMPORTANT INFORMATION ABOUT YOUR LOCAL TAXES

Keystone Collections Group is the earned income tax administrator for the Borough of Phoenixville and the Phoenixville Area School District

<u>Phoenixville Borough Earned Income Tax Rate</u>	<u>Phoenixville Area SD Earned Income Tax Rate</u>	<u>Total EIT</u>
0.5%	0.5%	1.0%

The local earned income tax on wages is withheld from payroll for individuals working in Pennsylvania. By law, you are required to update your payroll tax withholding information with your employer. Please complete the Certificate of Residency form on the reverse side of this notice and file it with your employer.

If you are self-employed or not otherwise subject to employer withholding, you must make quarterly estimate payments. If you did not previously file your quarterly tax estimate payments with Keystone, contact Keystone's Taxpayer Service Department, where a helpful representative will assist you in setting up a secure taxpayer account. You may use this account to pay your quarterly estimates and file your local annual tax return online.

save time



file online

www.KeystoneCollects.com

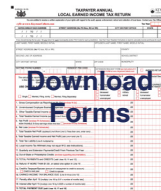
Pennsylvania residents with earned income, wages or net profits must file a local earned income tax return online or by mail by April 15. Even if you have employer withholding or are not expecting a refund, you must still file a return.

If you moved during the tax year, you must file a part-year return for each taxing jurisdiction. Tax rates may vary by jurisdiction.

For more information, to file online, download forms, obtain answers to frequently asked questions or ask a question anytime online, visit our website:



www.KeystoneCollects.com
[Contact Us](#)



Also pay Phoenixville Area School District per capita tax, occupation tax and school property tax online



www.KeystoneCollects.com/Pay



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) PHOENIXVILLE BOROUGH			
COUNTY CHESTER	PSD CODE 1 5 0 8 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