



Pennsylvania Residency Certification Form

You have been identified as living in and or working in Pennsylvania. Pennsylvania's Act 32 requires employers to be responsible for withholding local earned income tax from employee paychecks. This is **not** a tax increase, but rather new procedures to collect the same percentage that is currently paid by the wage earners who work or live in your municipality, locality, or township. All Pennsylvania employees are required to file this **Residency Certification Form** with their employer.

You should have received a form of a communication from your local tax municipal center with a 6 digit political subdivision code (PSD). If you recently moved to the State of Pennsylvania, please contact your local tax municipal center for additional tax information. It is extremely important that you use the correct code on this form as this determines the municipality and the school district that will receive your local taxes.

The Residency Certification Form is included for your convenience. If you do not know your PSD code, please go to <http://munstats.pa.gov/Public/FindLocalTax.aspx>. For more information regarding the PA Act 32, please visit www.newPA.com.

The Certification Form is due as soon as possible. Please send your completed form via one of the below options:

- **Encrypted email from your Chevron account:** payroll@chevron.com
- **Fax:** 925-790-6309
- **Mail:** Use the enclosed envelope addressed to Payroll Operations *or* send to: Payroll Operations, P.O. Box 6041, San Ramon, CA, 94583-0741.

The following fields on the form require your attention:

- **Employee information:** Required to be completed. Complete with your home address information.
- **Employer information (work address/location):** Required to be completed. Complete with the address of your primary work location.
- **Employer's FEIN:** Please leave blank.
- **Certification:** Sign, date and complete this section before returning the form.



RESIDENCY CERTIFICATION FORM

Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes to the local EIT collector. This form must be used by employers when a new employee is hired or when a current employee notifies employer of a name or address change. Use the Address Search Application at dced.pa.gov/Act32 to determine PSD codes, EIT rates, and tax collector contact information.

EMPLOYEE INFORMATION – RESIDENCE LOCATION

NAME (Last Name, First Name, Middle Initial)			SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
STREET ADDRESS (No PO Box, RD or RR)						
ADDRESS LINE 2						
CITY		STATE	ZIP CODE		DAYTIME PHONE NUMBER	
MUNICIPALITY (City, Borough or Township)						
COUNTY		RESIDENT PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION – EMPLOYMENT LOCATION

EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)						
ADDRESS LINE 2						
CITY		STATE	ZIP CODE		PHONE NUMBER	
MUNICIPALITY (City, Borough or Township)						
COUNTY		WORK LOCATION PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			WORK LOCATION NON-RESIDENT EIT RATE	

CERTIFICATION

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

SIGNATURE OF EMPLOYEE			DATE (MM/DD/YYYY)			
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:

dced.pa.gov/Act32