

Administrative Office of Pennsylvania Courts



EARNED INCOME (WAGE) TAX QUESTIONNAIRE

Please provide the following information. Please print in ink or type. See details on reverse side.

Name Last name, first name & middle initial XXX-XX- Last 4 digits of social security #

Note: The address information listed below should be the taxpayer's legal residence ("domicile")

HOME ADDRESS: Street City State ZIP

RESIDENCE INFORMATION

OFFICE INFORMATION

MUNICIPALITY Borough, Township or City of home address COUNTY SCHOOL DIST

MUNICIPALITY Borough, Township or City of office address COUNTY SCHOOL DIST

Certification: I hereby certify that the information I have provided herewith is true, correct and complete.

Signature Date

PAYROLL USE ONLY

Residence Information: Office Information: Old Rate: New Rate: PSD Code:

Please return form to: Payroll Unit Administrative Office of Pennsylvania Courts P. O. Box 61260 Harrisburg, Pennsylvania 17106-1260 Fax 717-231-3299

EARNED INCOME (WAGE) TAX QUESTIONNAIRE

Background and Instructions

The information that you provide will determine the tax rate and jurisdiction for which your withholding will be remitted and/or earnings reported. Please enter the name of the county and city, borough or township of your residence and office. *The municipality may be different from the post office location through which mail is delivered.* You can verify the correct municipality information by entering <http://munstats.pa.gov/public/> click on *Taxes* and then *Find Municipality by Address*.

The following order of priority will determine which tax rate is applicable:

1. *Philadelphia* – If you are a resident of the City or a non-resident working in the City, the Philadelphia Wage Tax must, by law, must be withheld.
2. *Residence Municipality* – If the municipality in which you reside levies a tax equal to or greater than the office municipal tax, the tax is withheld using the resident rate.
3. *Office Municipality* - This is the municipality in which your office is located. If the office municipality levies a non-resident wage tax that is higher than your resident municipality tax, the tax is withheld using the non-resident rate from your office location.