

Chartiers Township

"Working together for the betterment of our community"

Dear Chartiers Township Resident:

Starting on January 1, 2012, all Pennsylvania employers will be responsible for withholding local Earned Income Taxes from employee paychecks. Your help is needed to ensure the local income taxes deducted from your paycheck are received by Chartiers Township and the Chartiers-Houston School District for the benefit of your family.

To prepare for this change, all employees are required to file a Certificate of Residency Form (enclosed) with their employers. The 6 digit Political Subdivision Code (PSD) on this form determines which Municipality and School District will receive your Earned Income Tax payment.

To assist Chartiers Township residents, we have enclosed a Certification of Residency Form(s) with PSD Code already inserted.

1. **Complete the remainder of Section 1, entitled "Employee Information-Resident Location".**
2. **Sign in Section 3 to certify the information you provided is correct.**
3. **The employer is responsible for completing Section 2.**
4. **Submit your completed Certification of Residency Form as soon as possible to your employer's payroll department.**

If you do not complete and submit the Certification of Residency Form, there is a good chance that your taxes will be directed to another municipality and school district. Should this be the case, you are still responsible for paying taxes to Chartiers Township and the Chartiers-Houston School District. In addition, your payment will be subject to penalties and interest.

An extra Certification of Residency Form is included with this letter in case there is an additional wage earner in your household. Additional forms can also be found at www.chartierstwp.com if you have more than two wage earners in your household. Click on Taxes then Earned Income Taxes. **Every wage earner must submit a form to his or her employer.**

If your employer's payroll department is unfamiliar with the form, please suggest they contact Keystone Collections at 1-888-328-0558. Please submit this form to your employer as soon as possible. Our ability to continue to deliver the services your family expects and deserves depends on your cooperation.

Sincerely,

Samuel R. Stockton
Township Manager
Chartiers Township

John George
Superintendent
Chartiers-Houston School District

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