

PAYROLL INFORMATION

NEW HIRE

CHANGE OF INFORMATION

TERMINATION

FULL NAME _____

POSITION _____

SOCIAL SECURITY # _____

PHONE # _____

DATE OF BIRTH _____

SEX: M F RACE: _____

ADDRESS _____

If you are having the Local Service Tax currently taken out by another employer, please fill out the Local Service Tax Exemption Certificate provided by the Personnel Office.

If you have had Local Service Tax deducted by a previous employer, please attach proof of the amount deducted. The WHSD will deduct the balance due for the calendar year.

Have you been employed by a Pennsylvania Public School Entity prior to July 1, 1994? ____ Yes ____ NO

Have you retired from a School District? ____ Yes ____ No

If Yes, what was the name of the School District and the State? _____

What was the month and year of your retirement? _____

X _____
EMPLOYEE SIGNATURE

DATE

For Personnel Office Only:

First Day Worked _____

Last Day Worked _____

Approved for Tuition Reimbursement

For Payroll Office Only:

Retirement _____

Other: _____

Insurance _____

Union Dues _____

ASN# _____

First Day Worked _____



PLEASE RETURN COMPLETED FORM WITHIN FIVE DAYS
TO THE WOODLAND HILLS SCHOOL DISTRICT
ADMINISTRATION BUILDING, 531 JONES AVENUE, NORTH
BRADDOCK, PA 15104. ATTN: PAYROLL OFFICE

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 to the local EIT collector. 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. Use the Address Search Application at www.newPA.com/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"/>			
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			TOTAL RESIDENT EIT RATE	
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

EMPLOYER INFORMATION – EMPLOYMENT LOCATION

EMPLOYER BUSINESS NAME (Use Federal ID Name)				EMPLOYER FEIN			
WOODLAND HILLS SCHOOL DISTRICT (see attached)				<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			WORK LOCATION NON-RESIDENT EIT RATE	
ALLEGHENY			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

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:

www.newPA.com/Act32

School/Phone #**Address****Municipality**

School/Phone #	Address	Municipality
Administration Building 412-731-1300	531 Jones Ave North Braddock, PA 15104	North Braddock Borough
Academy 412-824-2450	126 Monroeville Ave Turtle Creek, PA 15145	Turtle Creek Borough
Rankin Promise 412-271-2957	235 Fourth Ave Rankin, PA 15104	Rankin Borough
Edgewood Primary 412-731-2238	241 Maple Ave Pittsburgh, PA 15218	Edgewood Borough
Wilkins Primary 412-824-3231	362 Churchill Rd Pittsburgh, PA 15221	Wilkins Township
Intermediate Center 412-351-0698	7600 Evans St Pittsburgh, PA 15218	Swissvale Borough
JR/SR High School 412-244-1100	2550 Greensburg Pike Pittsburgh, PA 15221	Churchill Borough