

EARNED INCOME (WAGE) TAX QUESTIONNAIRE

EMPLOYEES ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION. PLEASE PRINT. READ INSTRUCTIONS ON REVERSE SIDE BEFORE PROCEEDING.

NAME (LAST, FIRST, MIDDLE INITIAL)			SOCIAL SECURITY NUMBER		
PART I – PERMANENT RESIDENCE			PART II - CERTIFICATION		
1 STREET, P.O. BOX, OR R.F.D. NO.			I certify that the information I have provided is true, correct, and complete. <div style="text-align: center; margin-top: 20px;"> _____ SIGNATURE </div> <div style="text-align: center; margin-top: 20px;"> _____ DATE SIGNED </div>		
2 CITY	STATE				
ZIP CODE	COUNTY				
3 MUNICIPALITY (COMPLETE ONLY ONE BELOW)					
CITY _____					
BOROUGH _____					
TOWNSHIP _____					
PART III – FOR PERSONNEL OFFICE USE ONLY (OPTIONAL)					
DEPT	ORG	EMPLOYEE NUMBER	POSITION NUMBER	RESIDENCE WAGE TAX CODE	
REMARKS:				CODE REPORTED: _____	
				ICS INPUT DATE: _____	
				INPUT BY (INITIALS): _____	

- A. How you complete PART I will determine your taxing jurisdiction. You should enter the actual city, borough or township, which you consider to be your “permanent residence”. **DO NOT USE A POST OFFICE LOCATION THROUGH WHICH YOUR MAIL IS RECEIVED.** “Permanent residence” is that place (city, borough or township) where you have voluntarily located yourself with the intention of making it your home and the place you return to whenever absent.

- B. Date and sign PART II. Any earned income (wage) taxes due will be withheld from your pay and sent to the appropriate taxing jurisdiction.

- C. The order of priority in determining the taxing jurisdiction to which your withheld taxes will be paid and your annual earnings reported is:
 1. Philadelphia – If you are a resident of the City/County of Philadelphia or a non-resident working there, taxes, by law, must be deducted.
 2. Permanent Residence – If you are not a resident of, or do not work in, Philadelphia, the next priority is the taxing jurisdiction in which you maintain your permanent residence if it is a Philadelphia municipality.
 3. Headquarters – This is the taxing jurisdiction in which your worksite is located. If one of the following conditions apply, a headquarters tax may be deducted.
 - (a) Employee resides in a municipality, which levies a tax of less than 1.0 percent – the difference between the residence tax and headquarters tax (up to 1.0 percent) will be deducted.
 - (b) Employee is headquartered in a municipality, which is declared a “distressed municipality” – the difference between the residence tax and headquarters tax will be deducted.

Your Personnel Office should be contacted if you have questions. The completed questionnaire is to be returned to your Personnel Office. Changes to permanent residence should be reported promptly to your Personnel Office.