



## Borough of Green Tree

10 W. Manilla Avenue  
Green Tree, PA 15220-3310  
[www.greentreeboro.com](http://www.greentreeboro.com)

412-921-1110  
FAX 921-5997

### IMPORTANT EARNED INCOME TAX INFORMATION

Dear Green Tree Resident:

Please be advised that effective January 1, 2012; all State of Pennsylvania Employers will be required to withhold your local Earned Income Tax from your paycheck. This is not a new tax or tax increase, but a change in the way the current tax is being collected due to a change in state law. As you may be aware, the current local wage tax is 1% (0.5% Green Tree; 0.5% Keystone Oaks)

#### What do you need to do???

1. All employees are required to file a Residency Certification Form with their employer. Attached for your convenience is a form. You may receive additional copies at the borough office or download them as necessary at the borough website at [www.greentreeborough.com](http://www.greentreeborough.com). Your employer should be providing you this form as well.
2. The form must include the 6 digit Political Subdivision Code (PSD Code). The Green Tree PSD Code is **730903**. This code is important as it ultimately determines which municipality receives your withheld EARNED INCOME TAX.
3. Self Employed – if you are self employed or employed out of state, you are required to file with Jordan Tax Service. You may contact Jordan at 412-835-5243 or 724-731-2300.
4. If you have already received a form from your employer please check to assure the correct PSD Code was used.

Following the above steps will assure that your TAX DOLLARS are routed to Green Tree Borough and Keystone Oaks School District.

Should you require any assistance, need more information on the new law or have any other questions, please feel free to contact my office at 412-921-1110.

Thank you,

W. David Montz  
Manager, Borough of Green Tree



## 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. 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.

EMPLOYEE INFORMATION - RESIDENCE LOCATION			
NAME (Last Name, First Name, Middle Initial)		SOCIAL SECURITY NUMBER <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
STREET ADDRESS (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough or Township) Green Tree Borough			
COUNTY Allegheny	RESIDENT PSD CODE <div style="border: 1px solid black; display: inline-block; padding: 2px;">7 3 0 9 0 3</div>		TOTAL RESIDENT EIT RATE 1%

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER BUSINESS NAME (Use Federal ID Name)		EMPLOYER FEIN <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	WORK LOCATION PSD CODE <div style="border: 1px solid black; display: inline-block; padding: 2px;"></div>		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:

[www.newPA.com](http://www.newPA.com)