

LEBANON COUNTY EARNED INCOME TAX BUREAU

547 South Tenth Street • Lebanon, Pennsylvania 17042-6696
Phone 717-273-8123 • Fax 717-228-1792

CERTIFICATE OF RESIDENCE

(Please type or print and complete all spaces)

Employer: Lebanon Valley College EIN: 23-1352354
Address: 101 N. College Ave.
Annville, PA 17003

Employee (full name): _____ SSN: _____

Address: PO Box: _____ Local Tax %: _____

Street: _____

City, State, Zip: _____

Indicate Type of Change

School District: _____

New Employee: _____

Resident Municipality: _____

Address Change: _____

Effective Date of Employment: _____

Name Change: _____

Effective Date of Change: _____

Employee's Signature: _____ Date: _____

INSTRUCTIONS

To use this form as a master form, type the employer name, address, and EIN on the form prior to making copies for use by the employee.

It is very important that the employee's school district and place of residence is accurately identified so that the local tax collected can be properly accounted for and distributed. If this information changes, another certificate of residence form needs to be completed and submitted to the Tax Office.

Computer reports from a payroll system or payroll service bureau can be used as long as the report contains the same information as the Certificate of Residence Form.

Please submit all Certificates of Residence forms to the Tax Office with your Employer quarterly return and file a copy of the forms with your personnel records.