

TOWNSHIP OF HOPEWELL
Municipal Building
1700 Clark Boulevard, Aliquippa, PA 15001
Telephone 724-378-1460 Fax 724-378-3034 www.hopewelltp.com

December 2011

Dear Hopewell Township Resident/Business:

Beginning on January 1, 2012, Pennsylvania's Act 32 takes effect, making all Pennsylvania employers responsible for withholding local earned income tax from employee paychecks. **This is not a tax increase, but new procedures to collect the same 1% that is currently paid by all wage earners who work or live in Hopewell Township.** Half of all taxes collected will continue to go to the Township of Hopewell and the other half to the Hopewell Area School District.

To prepare for the changes in how local taxes are collected, all employees are required to file a **Residency Certification Form** with their employers. In order to help you and your employer complete this process, the Township has a downloadable copy of the form on our website with the six digit political subdivision code (**PSD CODE 040801**) already completed. It is extremely important that you use the correct code on this form, as this determines the municipality and school district that will receive your local taxes. Your employer cannot rely simply on your street address and zip code, since Hopewell Township and Aliquippa share their zip code.

Before submitting the form to your employer, please complete the remainder of Section 1, entitled "Employee Information-Resident Location". You then need to sign to certify that this information is correct in Section 3. Your employer is responsible for completing Section 2. For your convenience, an extra Residency Certification Form is included with this letter in case there is an additional wage earner in your household. Additional forms can also be found on our website at www.hopewelltp.com/onlineforms.

If you do not complete and submit a Residency Certification Form there is a strong possibility that your taxes may be directed to another municipality and school district. Should this occur, you will be responsible for paying the taxes to the Township of Hopewell and the Hopewell School District. In addition, you may also be subject to penalties and interest.

If you are receiving this letter as a Hopewell Township business, or if your employer's payroll department is unfamiliar with this form or Act 32, Township of Hopewell would like to direct you to Centax. As of January 1, 2012, Centax will be this district's appointed regional tax collector. You can reach Centax directly by calling 800-569-6704 or debbiey@centaxgroup.com.

Please remember to submit this form to your employer as soon as possible. Your assistance will ensure that the local earned income taxes deducted from your paychecks are received by the Township and School District that benefit your family.

Respectfully,

Andy Brunette
Township Manager/Controller
Township of Hopewell

Reminder: 4th quarter and 2011 year-end earned income tax returns will still need to be filed with Berkheimer, the current municipal tax collector for Hopewell Township & the Hopewell School District.



LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

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, First, Middle Initial)			SOCIAL SECURITY NUMBER
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE □ □ □ □ □ □		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION

EMPLOYER NAME (Use Federal ID Name)			EMPLOYER FEIN
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough, Township) HOPEWELL TOWNSHIP			
COUNTY BEAVER COUNTY	PSD CODE 0 4 0 8 0 1		MUNICIPAL NON-RESIDENT EIT RATE 1%

CERTIFICATION

SIGNATURE OF EMPLOYEE		DATE
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

Select Get Local Gov Support, >Municipal Statistics