

Lebanon School District Certificate of Residency

Use of this form is to report essential information for the collection and distribution of Local Earned Income Tax. Each employee must complete this form when hired or to document a name or address change. Employer must **retain** this Certificate of Residency as an addendum to the Federal Employee's Withholding Allowance Certificate (Form W-4).

Select one:

Initial Form
Date:

New Hire
Date of Hire:

Change of Address/Name
Effective Date:

Employee (Full Name):

SSN:

Address:
(Do not use P.O. Box Address)

City, State, Zip:

Phone Number:

County **in which you reside**:

Resident Municipality (township, borough, etc.):

School District **in which you reside**:

Employee Signature (you may type):

Date:

For business use only:

Employer: Lebanon School District

Resident PSD Code: _____

Workplace PSD Code: 380401