



MEMORANDUM

TO: ALL BASD EMPLOYEES

FROM: Stacy M. Gober
Assistant to the Superintendent for Finance and Administration

DATE: January 3, 2012

RE: Local Income Tax Withholding

A recent change in Pennsylvania state law (Act 32) requires that a "Pennsylvania Certificate of Residency" form be completed by each employee of the Bethlehem Area School District. The purpose of the law is to streamline the tax collection process for municipalities and school districts. Please note that your individual Local Income Tax Withholding amount may change based upon the requirements of Act 32. Specifically, BASD will now be required to withhold the higher of the resident rate of the municipality where the employee resides or the nonresident rate of the employment location of the employee.

The "Pennsylvania Certificate of Residency" form is included herein for your use. Complete Sections 1, 2 and 3 of the form and refer to the applicable legends for assistance with building addresses, PSD Codes, as well as Resident and Nonresident Rates. If your municipality is not listed, you may contact the BASD Payroll Department for further assistance, or refer to the website provided on the Section 1 Legend. In addition, if you are a substitute teacher ***and*** report to *multiple* building locations, please use the "Ed. Ctr." in "Section 2 – Employer Location Information."

The BASD Staff website has additional forms available for your use. Located on the site are links to a blank form as well as building specific forms. ***Should you be reassigned to a new building or move your personal residence, a new form must be completed and returned to the BASD Payroll Department as soon as possible.***

The "Pennsylvania Certificate of Residency" form MUST be completed, SIGNED and returned to the BASD Payroll Department at 1516 Sycamore Street; Bethlehem, PA 18017.

Thank you in advance for your cooperation. If you have questions or need any further information, please contact Theresa Campbell, BASD Payroll Assistant, via e-mail on tcampbell@beth.k12.pa.us or at (610) 861-0500, ext. 60211.

**** BLANK FORM ****
FOR ALL BASD EMPLOYEES
BETHLEHEM AREA SCHOOL DISTRICT (BASD)
LOCAL EARNED INCOME TAX
RESIDENCY CERTIFICATION FORM

Check the appropriate box:

New Employee / **Initial Form** Change of Work Location Change of Resident Address

SECTION 1 – EMPLOYEE INFORMATION

1. NAME (LAST, FIRST, MI)	2. SOC SEC #	2. DATE MOVED TO THIS ADDRESS	
3. YOUR ADDRESS (NUMBER & STREET – DO NOT USE PO BOX)			
CITY/TOWN	COUNTY	STATE	ZIP
5. MUNICIPALITY	6. PSD CODE	7. RESIDENT RATE	8. SCHOOL DISTRICT

SECTION 2 – EMPLOYER LOCATION INFORMATION

EMPLOYER NAME BETHLEHEM AREA SCHOOL DISTRICT	EMPLOYER FEIN 24-0862592		
1. NAME OF PRIMARY SCHOOL/BUILDING ASSIGNED TO WORK			
2. PLACE OF EMPLOYMENT ADDRESS (NUMBER & STREET – DO NOT USE PO BOX)			
CITY/TOWN	COUNTY	STATE	ZIP
3. MUNICIPALITY (CITY, BOROUGH, TOWNSHIP)	4. PSD CODE	5. NONRESIDENT RATE	

SECTION 3 – EMPLOYEE SIGNATURE/CERTIFICATION

1. EMPLOYEE SIGNATURE	2. DATE
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Employee Instructions:

Complete Sections 1, 2 and 3 of this form to obtain accurate employee address information in order to comply with Pennsylvania state regulations. Refer to the Section 1 Legend to find the PSD Code for your home address. If the PSD Code for your address **DOES NOT** appear on the legend, please contact the BASD Payroll Department, or visit <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx>. In Section 3, be sure to **SIGN & DATE** the form. Please return this form as soon as possible to the BASD Payroll Department located at the Education Center; 1516 Sycamore Street; Bethlehem, PA 18017. For questions or additional information, please contact the BASD Payroll Department on (610) 861-0500.

BETHLEHEM AREA SCHOOL DISTRICT RESIDENCY CERTIFICATION FORM PSD CODE AND RESIDENT RATE LEGENDS

Section 1 Legend

PSD Codes for the Bethlehem Area School District Employee Residence Locations:

COUNTY OF ORIGIN	SCHOOL DISTRICT/ MUNICIPALITY NAME	PSD CODE	RESIDENT RATE
NORTHAMPTON TAX COLLECTION DISTRICT		48	
BANGOR AREA SD		4801	
NORTHAMPTON	BANGOR BORO	480101	1.23%
NORTHAMPTON	EAST BANGOR BORO	480102	1.20%
NORTHAMPTON	LOWER MT BETHEL TWP	480103	1.45%
NORTHAMPTON	PORTLAND BORO	480104	1.20%
NORTHAMPTON	ROSETO BORO	480105	1.20%
NORTHAMPTON	UPPER MT BETHEL TWP	480106	1.45%
NORTHAMPTON	WASHINGTON TWP	480107	1.45%
BETHLEHEM AREA SD		4802	
LEHIGH	FOUNTAIN HILL BORO	480201	1.00%
NORTHAMPTON	BETHLEHEM CITY	480202	1.00%
NORTHAMPTON	BETHLEHEM TWP	480203	1.00%
NORTHAMPTON	FREEMANSBURG BORO	480204	1.00%
NORTHAMPTON	HANOVER TWP	480205	1.00%
EASTON AREA SD		4803	
BUCKS	RIEGELSVILLE BORO	480301	1.00%
NORTHAMPTON	EASTON CITY	480302	1.75%
NORTHAMPTON	FORKS TWP	480303	1.75%
NORTHAMPTON	LOWER MT BETHEL TWP	480304	1.45%
NORTHAMPTON	PALMER TWP	480305	1.00%
NAZARETH AREA SD		4804	
NORTHAMPTON	BUSHKILL TWP	480401	1.45%
NORTHAMPTON	LOWER NAZARETH TWP	480402	1.20%
NORTHAMPTON	NAZARETH BORO	480403	1.20%
NORTHAMPTON	STOCKERTOWN BORO	480404	1.20%
NORTHAMPTON	TATAMY BORO	480405	1.20%
NORTHAMPTON	UPPER NAZARETH TWP	480406	1.20%
NORTHAMPTON AREA SD		4805	
NORTHAMPTON	ALLEN TWP	480501	1.20%
NORTHAMPTON	BATH BORO	480502	1.20%
NORTHAMPTON	CHAPMAN BORO	480503	1.20%
NORTHAMPTON	EAST ALLEN TWP	480504	1.20%
NORTHAMPTON	LEHIGH TWP	480505	1.20%
NORTHAMPTON	MOORE TWP	480506	1.45%
NORTHAMPTON	NORTHAMPTON BORO	480507	1.20%
PEN ARGYL AREA SD		4806	
NORTHAMPTON	PEN ARGYL BORO	480601	1.35%
NORTHAMPTON	PLAINFIELD TWP	480602	1.60%
NORTHAMPTON	WIND GAP BORO	480603	1.35%
SAUCON VALLEY SD		4807	
NORTHAMPTON	HELLERTOWN BORO	480701	1.00%
NORTHAMPTON	LOWER SAUCON TWP	480702	1.25%
NORTHAMPTON	BETHLEHEM CITY	480703	1.00%
WILSON AREA SD		4808	
NORTHAMPTON	GLENDON BORO	480801	1.00%
NORTHAMPTON	WEST EASTON BORO	480802	1.00%
NORTHAMPTON	WILLIAMS TWP	480803	1.25%
NORTHAMPTON	WILSON BORO	480804	1.25%

COUNTY OF ORIGIN	SCHOOL DISTRICT/ MUNICIPALITY NAME	PSD CODE	RESIDENT RATE
LEHIGH TAX COLLECTION DISTRICT		39	
ALLENTOWN CITY SD		3901	
LEHIGH	ALLENTOWN CITY	390101	1.35%
CATASAUQUA AREA SD		3902	
LEHIGH	CATASAUQUA BORO	390201	1.00%
LEHIGH	HANOVER TWP	390202	1.00%
NORTHAMPTON	NORTH CATASAUQUA BORO	390203	1.00%
EAST PENN SD		3903	
LEHIGH	ALBURTIS BORO	390301	1.00%
LEHIGH	EMMAUS BORO	390302	1.00%
LEHIGH	LOWER MACUNGIE TWP	390303	1.00%
LEHIGH	MACUNGIE BORO	390306	1.00%
LEHIGH	UPPER MILFORD TWP	390307	1.00%
NORTHERN LEHIGH SD		3904	
LEHIGH	SLATINGTON BORO	390401	1.00%
LEHIGH	WASHINGTON TWP	390402	1.00%
NORTHAMPTON	WALNUTPORT BORO	390403	1.00%
NORTHWESTERN LEHIGH SD		3905	
LEHIGH	HEIDELBERG TWP	390501	1.00%
LEHIGH	LOWHILL TWP	390502	1.00%
LEHIGH	LYNN TWP	390503	1.00%
LEHIGH	WEISENBERG TWP	390504	1.00%
PARKLAND SD		3906	
LEHIGH	NORTH WHITEHALL TWP	390601	1.00%
LEHIGH	SOUTH WHITEHALL TWP	390602	1.00%
LEHIGH	UPPER MACUNGIE TWP	390603	1.00%
LEHIGH	ALLENTOWN CITY	390699	1.35%
SALISBURY TOWNSHIP SD		3907	
LEHIGH	SALISBURY TWP	390701	1.00%
LEHIGH	ALLENTOWN CITY	390799	1.35%
SOUTHERN LEHIGH SD		3908	
LEHIGH	COOPERSBURG BORO	390801	1.00%
LEHIGH	LOWER MILFORD TWP	390802	1.00%
LEHIGH	UPPER SAUCON TWP	390803	1.00%
WHITEHALL-COPLAY SD		3909	
LEHIGH	COPLAY BORO	390901	1.00%
LEHIGH	WHITEHALL TWP	390902	1.30%
BETHLEHEM AREA SD		4802	
LEHIGH	BETHLEHEM CITY	480202	1.00%

OUT OF STATE PSD CODE

880000

If your local municipality is not shown here, please visit
<http://munstatspa.dced.state.pa.us/FindLocalTax.aspx> and enter
your home and work addresses. Click "View Report" to search
for the municipality and Political Sub-Division (PSD) code
information, along with the applicable "Resident Rate."

BETHLEHEM AREA SCHOOL DISTRICT RESIDENCY CERTIFICATION FORM PSD CODE AND RESIDENT RATE LEGENDS

Section 2 Legend

PSD Codes for the Bethlehem Area School District EMPLOYMENT LOCATIONS:

Elementary Schools	Street	City, State, Zip	Municipality	County	PSD Code	Nonresident Rate
Asa Packer	1650 Kenwood Drive	Bethlehem, PA 18017	Hanover Township	Northampton	480205	1.00%
Calypso	1021 Calypso Avenue	Bethlehem, PA 18018	Bethlehem City	Lehigh	480202	1.00%
Clearview	2121 Abington Road	Bethlehem, PA 18018	Bethlehem City	Lehigh	480202	1.00%
Donegan	1210 East Fourth Street	Bethlehem, PA 18015	Bethlehem City	Northampton	480202	1.00%
Farmersville	7036 William Penn Highway	Easton, PA 18045	Bethlehem Township	Northampton	480203	1.00%
Fountain Hill	1330 Church Street	Bethlehem, PA 18015	Fountain Hill Boro	Lehigh	480201	1.00%
Freemansburg	501 Monroe Street	Freemansburg, PA 18017	Freemansburg Boro	Northampton	480204	1.00%
Governor Wolf	1920 Butztown Road	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%
Hanover	3890 Jacksonville Road	Bethlehem, PA 18017	Hanover Township	Northampton	480205	1.00%
James Buchanan	1621 Catasauqua Road	Bethlehem, PA 18017	Bethlehem City	Lehigh	480202	1.00%
Lincoln	1260 Gresham Street	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%
Marvine	1425 Livingston Street	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%
Miller Heights	3605 Allen Street	Bethlehem, PA 18020	Bethlehem Township	Northampton	480203	1.00%
Spring Garden	901 North Boulevard	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%
Thomas Jefferson	404 East North Street	Bethlehem, PA 18018	Bethlehem City	Northampton	480202	1.00%
William Penn	1002 Main Street	Bethlehem, PA 18018	Bethlehem City	Northampton	480202	1.00%
Middle Schools						
Broughal	114 West Morton Street	Bethlehem, PA 18015	Bethlehem City	Northampton	480202	1.00%
East Hills	2005 Chester Road	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%
Nitschmann	909 West Union Boulevard	Bethlehem, PA 18018	Bethlehem City	Lehigh	480202	1.00%
Northeast	1170 Fernwood Street	Bethlehem, PA 18018	Bethlehem City	Northampton	480202	1.00%
High Schools						
Freedom	3149 Chester Avenue	Bethlehem, PA 18020	Bethlehem Township	Northampton	480203	1.00%
Liberty	1115 Linden Street	Bethlehem, PA 18018	Bethlehem City	Northampton	480202	1.00%
Other						
Ed. Ctr.	1516 Sycamore Street	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%
Mntnce. Dept.	250 East Fairview Street	Bethlehem, PA 18018	Bethlehem City	Northampton	480202	1.00%
Trans. Dept.	1901 Chester Road	Bethlehem, PA 18017	Bethlehem City	Northampton	480202	1.00%