



BENSALEM TOWNSHIP SCHOOL DISTRICT

3000 DONALLEN DRIVE
BENSALEM, PA 19020
(215) 750-2800



EMPLOYEE CHANGE OF ADDRESS

First Name:

Last Name:

Employee ID:

Building:

Date

Old Address

Address1

Address2

City

State

Zip

New Address

Address1

Address2

City

State

Zip

Phone Number

Signature: _____

Date of Signature

Please make sure to print, sign and forward to Payroll Department for processing.

For Payroll Use Only

EIT Information /
Municipality / Rate / PSD Code

Received By: _____

Date Received:

Entered By: _____

Date Entered:

An Adobe PDF fillable version of this form can be found on the District's School Wires Website.
Under "Services" -> "Business Office" -> "Payroll"

Print Form



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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER NAME (Use Federal ID Name) Bensalem Township School District			EMPLOYER FEIN 23-6003525
FIRST LINE OF ADDRESS (If PO Box, please include actual street address) 3000 Donallen Drive			
SECOND LINE OF ADDRESS			
CITY Bensalem	STATE PA	ZIP CODE 19020	PHONE NUMBER 215-750-2800
MUNICIPALITY (City, Borough, Township) Bensalem Township			
COUNTY Bucks	PSD CODE <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</div> </div>		MUNICIPAL NON-RESIDENT EIT RATE 0.00%

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