

# Township of South Park

2675 Brownsville Road, South Park, Pennsylvania 15129

Phone: (412) 831-7000

Fax: (412) 831-0425

[www.southparktwp.com](http://www.southparktwp.com)

## Board of Supervisors:

David J. Buchewicz

Walter C. Sackinsky

Edward T. Snee

## Township Manager:

Karen F. Fosbaugh

Dear South Park Township Resident:

As of January 1, 2012, Act 32 takes effect which means that Pennsylvania employers will be responsible for withholding local earned income taxes from employee paychecks for 2012. This is the 1% wage tax that is paid by all wage earners. We are asking for your assistance to ensure that the local earned income taxes deducted from your paycheck are correctly distributed to the Township and School District as these funds are used to provide services to our residents and their families.

To prepare for this change, all wage earners are required to file a Certificate of Residency Form with their respective employers. It is the employer's responsibility to provide the Residency Form. However, in an effort to offer assistance in this process, we have included a copy of the form with the six digit political subdivision code (**PSD Code 731401**) inserted in the appropriate location. The PSD Code will direct the equal distribution of your earned income tax payments to South Park Township and South Park School District.

Please complete the remainder of Section 1 entitled "Employee Information Residence Location", sign where indicated in Section 3 to certify that the information is correct, and give to your employer. The employer is responsible for completing Section 2. An extra Certificate of Residency Form is included with this letter. Additional copies can be made should there be more than two wage earners in the household. Additional forms can also be found at [www.southparktwp.com](http://www.southparktwp.com). Please be advised that every wage earner must submit a form to his or her employer as soon as possible.

If you do not complete and submit the Certificate of Residency Form, there is a strong possibility that your taxes may be sent to another municipality and school district. Should this be the case, you will be personally responsible for paying the taxes to South Park Township and South Park School District, in addition to penalties and interest. As a reminder, 4th quarter and 2011 year-end earned income tax submissions will still be collected by South Park Township at the Administration offices and are due by February 15, 2012.

If your employer's payroll department is unfamiliar with the form, we suggest that they contact Jordan Tax Services at 724-731-2300, 412-835-5243, or [www.jordantax.com](http://www.jordantax.com). Please submit this form to your employer as soon as possible. This will allow us to continue to deliver quality services that you and your family expect in South Park Township.

Thank you for your cooperation in this very important matter.

Very truly yours,



David J. Buchewicz  
Chairman, Board of Supervisors



Karen F. Fosbaugh  
Township Manager