

NOTTINGHAM TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA

Dear Nottingham Township resident:

Starting on January 1, 2012, all Pennsylvania employers will be responsible for withholding local Earned Income Taxes from employee paychecks. Your help is needed to insure that the local income taxes deducted from your paycheck are received by Nottingham Township and the Ringgold School District for the benefit of your family.

To prepare for this change, all employees are required to file a Residency Certification Form with their employers. The 6 digit Political Subdivision Code (PSD Code) that you place on this form determines which municipality and school district will receive your Earned Income Tax payment. It is, therefore, essential that this code be entered correctly. **The 6 digit PSD Code for Nottingham Township and the Ringgold School District is 631206.**

To assist Nottingham Township residents, we have enclosed a Residency Certification Form with the PSD Code and Total Resident EIT rate already inserted. Complete the remainder of Section 1 entitled "Employee Information – Residence Location". Sign in Section 3 to certify that the information you provided is correct. The employer is responsible for completing Section 2. Submit your completed Residency Certification Form as soon as possible to your employer's payroll department.

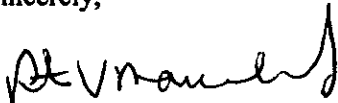
An extra Residency Certification Form is included with this letter in case there is an additional wage earner in your household. Additional forms can also be found at www.nottinghamtp.com if you have more than two wage earners in your household. Every wage earner must submit a form. This applies to all who earn W2 wages, including retirees that earn W-2 wages. If you are self-employed, you are required to file quarterly estimates. If you do not receive your payment vouchers by January 31, 2012, please contact Keystone Collections Group at 724-978-0300.

If your employer's payroll department is unfamiliar with the form, please suggest they contact Shirley Madar, Township Treasurer, at 724-348-5622, Ext. 113.

Please submit this form to your employer as soon as possible. Our ability to continue to deliver the services your family expects and needs depends on your cooperation.

Thank you for your help and cooperation.

Sincerely,



Peter V. Marcoline, Jr.
Chairman, Board of Supervisors