



EMPLOYEE CHANGE FORM

ERIE'S PUBLIC SCHOOLS

Human Resources Department • 148 W 21st St • Erie, PA 16502 • 814-874-6079

EMPLOYEE PROFILE

Employee Name: _____ Today's Date: _____

Social Security Number: _____ Effective Date: _____

TYPE OF CHANGE

(Please check all that apply)

- ☐ Name (From): _____ (To): _____
- ☐ Phone (From): _____ (To): _____
- ☐ Number
- ☐ Address (From): _____ (To): _____
- _____
- ☐ Marital (From): _____ (To): _____
- ☐ Status

For a change of marital status or name please provide the legal documentation with this request form.

TOWN CODES

Please check the municipality in which you live:

- | | | | | |
|--------------------------|-----------------|----------------------|---------------------|-------------------------|
| ___ 01 Albion | ___ 06 Edinboro | ___ 11 Harbortcreek | ___ 19 Mill Village | ___ 34 Waterford |
| ___ 48 Cambridge Springs | ___ BM Elgin | ___ 55 Lake City | ___ 25 Summit | ___ 30 Wattsburg |
| ___ 05 Corry | ___ ER Erie | ___ 14 Lawrence Park | ___ 27 Union City | ___ 31 Wesleyville |
| ___ 89 Cranesville | ___ 07 Fairview | ___ CR McKean | ___ 15 Millcreek | ___ 71 West Springfield |
| ___ 71 East Springfield | ___ 09 Girard | ___ 18 Meadville | ___ 21 North East | |



RESIDENCY CERTIFICATION FORM

Local Earned Income Tax Withholding

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 Name, First Name, Middle Initial)		SOCIAL SECURITY NUMBER 	
STREET ADDRESS (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	RESIDENT PSD CODE 		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER BUSINESS NAME (Use Federal ID Name) ERIE CITY SCHOOL DISTRICT		EMPLOYER FEIN 	
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR) 148 West 21 Street			
SECOND LINE OF ADDRESS			
CITY Erie	STATE PA	ZIP CODE 16502	PHONE NUMBER 814-874-6000
MUNICIPALITY (City, Borough or Township) ERIE CITY			
COUNTY ERIE COUNTY	WORK LOCATION PSD CODE 		WORK LOCATION NON-RESIDENT EIT RATE 1.65%

CERTIFICATION	
Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.	
SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
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