

A GUIDE TO USING THE [ADDRESS SEARCH APPLICATION](#)

STEP 1: VERIFY THAT YOUR SYSTEM MEETS THE NECESSARY REQUIREMENTS.

- You **MUST** use Microsoft [Internet Explorer 6.0](#) or later
- The pop-up blocker **MUST** be turned **OFF**
- If you are still experiencing technical difficulties after verifying the above requirements, try viewing the page in “[Compatibility Mode](#)” as follows:
 - Access the “Tools” drop-down menu in Internet Explorer
 - Select “Compatibility View settings”
 - Add “state.pa.us” to the list of compatibility view websites
 - Click to “Close”

STEP 2: IF YOU ARE ATTEMPTING TO ENTER AN **OUT-OF-STATE ADDRESS** INTO THE ADDRESS SEARCH APPLICATION, SKIP TO **STEP 4**. OTHERWISE, ENTER THE EMPLOYEE’S PA HOME ADDRESS AND PA WORK ADDRESS, AND CLICK TO “VIEW REPORT.”

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NEWS

NOTE: FOR ON-LINE SUBMISSIONS, YOU MUST CHECK THE CERTIFICATION

Find Your Withholding Rates by Address

Both Home and Work Location Addresses are required.

Enter your Home Address

Street Address
City
State
Zip -

Enter your Work Location Address

Street Address
City
State
Zip -

View Report

Disclaimer: Please be advised that neither the Commonwealth of Pennsylvania nor the Department of Community and Economic Development (DCED) warrants the accuracy of the information obtained from this site. The geo-coding system used for address searches on this website is outside the control of DCED and is limited to the most current data available in that system. We recommend you contact the county, municipality and/or school district provided as a match for the address you entered to confirm the address fall within their geographic boundaries.

- **NOTE:** If you are experiencing technical difficulties, refer to **STEP 1** above to verify that your system meets the necessary requirements.
- **NOTE:** If you receive an “**ADDRESS NOT FOUND**” error, refer to the [Workaround Guide](#) for assistance.

STEP 3: SAVE OR PRINT THE REPORT GENERATED BY THE ADDRESS SEARCH APPLICATION FOR FUTURE REFERENCE. YOU WILL NEED THIS INFORMATION TO COMPLETE THE [RESIDENCY CERTIFICATION FORM](#).

Rates as of 10/22/2014 12:10:12 PM

Your Local Withholding Tax Rates					
	PSD Code	Resident EIT	Nonresident EIT	LST	LST Low Income Exemption
LOWER ALLEN TWP (Home)	210902	0.600 %			
WEST SHORE S D (Home)	210902	0.950 %			
HARRISBURG CITY (Work)	220401		1.000 %	\$47.00	\$12,000.00
HARRISBURG CITY S D (Work)	220401		0.000 %	\$5.00	\$0.00

Total Taxes to be Withheld	
EIT	1.550 %
LST	\$52.00

Tax Collectors		
EIT	Municipal LST	School District LST
Keystone Collections Group 546 Wendel Road Irwin, PA 15642 (724) 978-0300 Fax: (724) 978-0339 www.keystonecollects.com	Capital Tax Collection Bureau-Harrisburg Division 2301 N 3rd St Harrisburg, PA 17110-1893 (717) 234-3217 Toll-free: (800) 273-2040 Fax: (717) 234-2962 captax.hbg@captax.com www.captax.com	Capital Tax Collection Bureau-Harrisburg Division 2301 N 3rd St Harrisburg, PA 17110-1893 (717) 234-3217 Toll-free: (800) 273-2040 Fax: (717) 234-2962 captax.hbg@captax.com www.captax.com

- Take note of the “**TOTAL TAXES TO BE WITHHELD**” for this individual employee.
- Additionally, if you have not done so already, you will need to register your business with each of the **LOCAL TAX COLLECTORS** displayed across the bottom of the report in order to obtain a local tax ID number.
 - Most often, the easiest way to register your business with a local tax collector is to do so directly through their website (as shown on the report generated).
 - Alternatively, you may also register by completing and submitting a paper version of the registration form [here](#).

END OF INSTRUCTIONS

**THE INFORMATION AND INSTRUCTIONS INCLUDED
ON THE FOLLOWING PAGES ONLY APPLY WHEN
ATTEMPTING TO ENTER AN OUT-OF-STATE ADDRESS
INTO THE ADDRESS SEARCH APPLICATION.**

STEP 4: THE ADDRESS SEARCH APPLICATION DOES NOT ACCEPT OUT-OF-STATE ADDRESSES. THE NEXT STEPS PROVIDE A WORKAROUND TO BYPASS THIS ERROR.

- The PSD Code for all out-of-state addresses is **880000**, and the corresponding EIT Rate for all out-of-state addresses is **0%**. Enter this information for the out-of-state address on the [Residency Certification Form](#).
- In order to lookup the PSD Code and EIT Rates for the PA address, enter the PA address into both the “Home Address” and “Work Address” fields of the Address Search Application, and click to “View Report.”

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Find Your Withholding Rates by Address

Both Home and Work Location Addresses are required.

Enter your Home Address

Street Address
City
State
Zip -

Enter your Work Location Address

Street Address
City
State
Zip -

[View Report](#)

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- **NOTE:** If you receive an “ADDRESS NOT FOUND” error, refer to the [Workaround Guide](#) for assistance.

STEP 5: IF THE PA ADDRESS ENTERED INTO THE ADDRESS SEARCH APPLICATION IS THE EMPLOYEE'S **HOME ADDRESS**, SKIP TO **STEP 6**. OTHERWISE, IF THE PA ADDRESS ENTERED INTO THE ADDRESS SEARCH APPLICATION IS THE EMPLOYEE'S WORKSITE ADDRESS, THEN TAKE NOTE OF THE FOLLOWING:

Rates as of 10/22/2014 12:50:31 PM

Your Local Withholding Tax Rates					
	PSD Code	Resident EIT	Nonresident EIT	LST	LST Low Income Exemption
HARRISBURG CITY (Home)	220401	1.500 %			
HARRISBURG CITY S D (Home)	220401	0.500 %			
HARRISBURG CITY (Work)	220401		1.000 %	\$47.00	\$12,000.00
HARRISBURG CITY S D (Work)	220401		0.000 %	\$5.00	\$0.00

Total Taxes to be Withheld	
EIT	2.000 %
LST	\$52.00

Tax Collectors		
EIT	Municipal LST	School District LST
Keystone Collections Group 546 Wendel Road Irwin, PA 15642 (724) 978-0300 Fax: (724) 978-0339 www.keystonecollects.com	Capital Tax Collection Bureau-Harrisburg Division 2301 N 3rd St Harrisburg, PA 17110-1893 (717) 234-3217 Toll-free: (800) 273-2040 Fax: (717) 234-2962 captax.hbg@captax.com www.captax.com	Capital Tax Collection Bureau-Harrisburg Division 2301 N 3rd St Harrisburg, PA 17110-1893 (717) 234-3217 Toll-free: (800) 273-2040 Fax: (717) 234-2962 captax.hbg@captax.com www.captax.com

- If the employee lives out-of-state, but works in PA, then the employee will only be subject to the “**Non-Resident EIT Rate**,” as well as the “**Local Services Tax (LST)**,” for the PA worksite municipality (as highlighted above).
- Additionally, if you have not done so already, you will need to register your business with each of the **LOCAL TAX COLLECTORS** displayed across the bottom of the report in order to obtain a local tax ID number.
 - Most often, the easiest way to register your business with a local tax collector is to do so directly through their website (as shown on the report generated).
 - Alternatively, you may also register by completing and submitting a paper version of the registration form [here](#).

STEP 6: IF THE PA ADDRESS ENTERED INTO THE ADDRESS SEARCH APPLICATION IS THE EMPLOYEE'S HOME ADDRESS, THEN TAKE NOTE OF THE FOLLOWING:

Rates as of 10/22/2014 12:50:31 PM

Your Local Withholding Tax Rates						
	PSD Code	Resident EIT	Nonresident EIT	LST	LST Low Income Exemption	
HARRISBURG CITY (Home)	220401	1.500 %				
HARRISBURG CITY S D (Home)	220401	0.500 %				
HARRISBURG CITY (Work)	220401		1.000 %	\$47.00	\$12,000.00	
HARRISBURG CITY S D (Work)	220401		0.000 %	\$5.00	\$0.00	

Total Taxes to be Withheld	
EIT	2.000 %
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Tax Collectors		
EIT	Municipal LST	School District LST
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- If the employee lives in PA, but works out-of-state, then the employee will only be subject to the **“Total Resident EIT Rate”** for their PA home municipality (*as highlighted above*). The Local Services Tax (LST) does not apply.
- Additionally, if you have not done so already, you will need to register your business with the **LOCAL EIT TAX COLLECTOR** displayed across the bottom of the report in order to obtain a local tax ID number.
 - Most often, the easiest way to register your business with a local tax collector is to do so directly through their website (as shown on the report generated).
 - Alternatively, you may also register by completing and submitting a paper version of the registration form [here](#).