

Capital Tax Collection Bureau

www.captax.com

Central Dauphin Division

Olde Liberty Square
4811 JONESTOWN RD STE 129
HARRISBURG PA 17109-1734
(717) 545-2791 Phone
(717) 545-3028 Fax

Harrisburg Division

2301 N 3RD ST
HARRISBURG PA 17110-1893
(717) 234-3217 Phone
(717) 234-2962 Fax

Carlisle Division

19 S HANOVER ST STE 102
CARLISLE PA 17013-3336
Phone (717) 243-3725
Fax (717) 243-9224

CERTIFICATE OF RESIDENCE (FORM 505)

(Please type or print and complete all appropriate information)

EMPLOYER NAME Dickinson College EIN 23-1365954

EMPLOYEE SOC. SEC. NO. _____ NAME _____
Last, First MI

Note: The address information listed below should be the taxpayer's legal residence ("domicile")

ADDRESS: _____
House Number & Street City State Zip Code

MUNICIPALITY _____

Borough, Township or City of address entered above

SCHOOL DISTRICT _____

COUNTY _____

IF NEW EMPLOYEE PROVIDE DATE OF HIRE _____

IF ADDRESS CHANGE ENTER DATE OF CHANGE _____

IF NAME CHANGE ENTER DATE OF CHANGE _____

EMPLOYEE'S SIGNATURE _____ DATE _____

INSTRUCTIONS

This form is to be completed by all Dickinson employees, regardless of their home state of residence. Pennsylvania residents must complete the form in its entirety. It is very important that the employee's address, municipality, school district, and county of residence is accurately identified so that the local income tax withheld can be distributed to the correct taxing jurisdictions. Please use your permanent address and not a temporary residence (e.g. college address). If the employee is not sure of his or her municipality or school district, you can go to the US Census Bureau website and enter your street address to determine the correct information. Go to the website at <http://factfinder.census.gov> then click on "**enter a street address** to find Census 2000 data".

The completed form is to be returned to the Student Payroll Office.

NON-RESIDENTS OF PENNSYLVANIA: Use Carlisle as the Municipality, Carlisle as the School District, and Cumberland as the County.