



PAYROLL OFFICE

West Shore Tax Bureau  
3607 Rosemont Avenue  
PO Box 656  
Camp Hill, PA 17011

**Re: Local Services Tax – Exemption Certificate**

To Whom It May Concern:

In accordance with instructions provided by the West Shore Tax Bureau, this letter is attached to the Local Services Tax Exemption Certificate to indicate that the employee listed on the exemption certificate is a student employee who:

- ✓ did not work in Upper Allen Township in the prior tax year
- ✓ has no other jobs in Upper Allen Township during the current tax year
- ✓ will earn less than \$12,000 in wages as a student employee of the College

The employee attaching this letter to the exemption certificate as proof of exemption understands that this verification method for exemption from Local Services Tax withholding is only valid for student employees of Messiah College. Any change in status—from student employee to another type of employee, such as staff, administrative, faculty, or temporary—must initiate the preparation of a new exemption certificate by the employee, as this student exemption option is no longer applicable.