MESSIAH UNIVERSITY

PAYROLL OFFICE

Helpful Information for Completing Payroll Forms

All new employees are required to complete the following payroll forms **via the online Onboarding system** in order to assure timely and accurate payroll withholdings. Please review each of the items listed below. Additional questions may be directed to the Payroll Office at:

Address: Payroll Office, Messiah University, One University Ave Ste 3015, Mechanicsburg, PA 17055
E-mail: Payroll@messiah.edu   Office: Old Main 104   Phone: 717-766-2511, ext. 2901, 2902, 2903
Secure Upload: www.messiah.edu/upload_payroll   Fax: 888-295-9989

☐ **Form W-4**
Government website: http://www.irs.gov

This required form is used to calculate federal income tax withholding. The form includes optional worksheets and instructions for the employee's use only.

- **General Instructions:**
  o See Form W-4 or www.irs.gov for instructions.
- **Special Instructions for Non-Resident Alien:**
  See Publication 1392 for complete details. Here is a summary of some important points.
  o Step 1(c): Mark the "Single or Married Filing Separately" regardless of your actual marital status.
  o Enter "NRA" in the space below question 4(c).
  o Do not claim exemption even if you meet the conditions listed on the form.
- **Tax Estimator:**
  o The IRS has provided a website to help you estimate your taxes to assist with the completion of the Form W-4.
  https://www.irs.gov/individuals/tax-withholding-estimator
  o The IRS has also provide a simpler Excel spreadsheet to help you see the impact of how you answer the questions. You may download it from the Payroll Office website here:
  http://www.messiah.edu/download/downloads/id/7740/Tax_Withholding_Assistant.xlsx

☐ **Direct Deposit Authorization Form**
Direct Deposit is optional, but is highly recommended. We can process direct deposit transfers to any U.S. bank. There are many banks neighboring the University. There is also one bank on the first floor of the Eisenhower Campus Center.

☐ **Leave Policy Disclaimer** *(admin and staff only)*
Carefully read and sign the form. Contact the Office of Human Resources if you have any questions about the leave policies.

☐ **Residency Certification Form** *(Local Earned Income Tax)*
Government website: http://www.CumberlandTax.org

This required form is used to calculate local income tax withholding. Local tax withholding is based on an employee's permanent residence.

- **Municipality, School District and County:**
  o Non-Pennsylvania Residents → ignore these fields.
  o Pennsylvania Residents → complete these fields.
- **PSD Code:**
  o Non-Pennsylvania Residents → enter 880000.
  o Pennsylvania Residents → enter the local tax PSD code for your school district. If you do not know it, leave the field blank and the payroll staff will complete it for you.
- **Total Resident EIT Rate:**
  o Non-Pennsylvania Residents → enter 1.0%.
  o Pennsylvania Residents → enter the local tax percentage for your school district. If you do not know it, leave the field blank and the payroll staff will complete it for you.

☐ **Local Services Tax–Exemption Certificate** *(optional)*
Government website: http://www.westab.org

The Local Services Tax is a $52 annual tax which is withheld in equal installments over the *maximum* number of pays an employee would be eligible to receive pay in a calendar year. Only complete this form if you qualify for an exemption. The form must be submitted annually to continue exemption.

- **Reason for Exemption:**
  o In the blank, indicate the number for the reason you are using to claim the exemption. Four reasons are listed directly below the blank on the form.
- **List of Employers:**
  o You only need to complete this section if you are claiming an exemption for reason #1 on the front.