Helpful Information for Completing Payroll Forms

All new employees are required to complete the following payroll forms 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 College, One College Ave Ste 3015, Mechanicsburg, PA 17055
E-mail: Payroll@messiah.edu Office: Old Main 104 Phone: 717-766-2511, extension 2901 or 2902
Secure Upload: www.messiah.edu/upload_payroll

☐ Form W-4

This required form is used to calculate federal income tax withholding. The form includes optional worksheets and instructions for the employee’s use only. Only the section below the dotted line on page 1 is required to be completed.

- Box 3:
  - Non-resident Alien → must check “single” regardless of your actual marital status unless you are a resident of Canada, Mexico, or the Republic of Korea (South Korea), or if you are a U.S. National.
  - All Others → select the appropriate box.
- Box 5:
  - Non-resident Alien → must enter either 0 or 1 unless you are a resident of Canada, Mexico, or the Republic of Korea (South Korea), or if you are a U.S. National.
  - All Others → enter an appropriate number.
- Box 6: (Typically, this box is left blank.)
  - Non-resident Alien → must write “NRA” on the dotted line.
  - All Others → enter an appropriate number.
- Box 7: (Typically, this box is left blank.)
  - Non-resident Alien → must leave it blank.
  - All Others → In addition to the instructions listed here, carefully read exemption note in the fine print at the top of the form. (You may also find the attached decision tree helpful.)
- Box 8,9,10:
  - Do not complete. Leave these boxes blank.

☐ 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 College. There is also one bank on the first floor of the Eisenhower Campus Center.

☐ Residency Certification Form (Local Earned Income Tax)

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

NOTE: The form you received in the packet can be used for employees who work in Grantham, PA. If you know that you will be working in Philadelphia, Harrisburg, or outside of the state of Pennsylvania, please ask a payroll staff member for the correct form for your work location.

- Municipality, School District and County:
  - Non-Pennsylvania Residents → ignore these fields.
  - Pennsylvania Residents → complete these fields.
- PSD Code:
  - Non-Pennsylvania Residents → enter 880000.
  - 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:
  - Non-Pennsylvania Residents → enter 1.0%.
  - 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 calendar year. Only complete this form if you qualify for an exemption.

- Reason for Exemption:
  - In the blank, write 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:
  - You only need to complete this section if you are claiming an exemption for reason #1 on the front.

Faculty and adjuncts may ignore. All others should carefully read and sign the form. Contact the Office of Human Resources if you have any questions about the policy.