



## ACT 511 REQUIRES EMPLOYERS TO OBSERVE THE FOLLOWING ...

It is necessary to indicate the employee's proper taxing jurisdiction (e.g., CITY, BOROUGH or TOWNSHIP) in which the employee resides on your "EMPLOYER'S QUARTERLY EARNED INCOME TAX RETURN" which you will receive quarterly. A mailing address is not necessarily the legal residence.

In order to establish the above and to assist you in your payroll records, the form shown below is available for your use upon request, or you may pick up a supply at any of our Earned Income Tax Offices serving your area (no charge). This will enable you to properly complete column (13) on your Quarterly Report.

For information on filing your Quarterly Return Online, please visit our website <http://www.hab-inc.com/efile/>. For information on Electronic Data, please visit <http://www.hab-inc.com/forms/magnetic.pdf>.

### RETURN THIS FORM TO YOUR SUPERVISOR IN THREE DAYS ...

#### TO ALL EMPLOYEES:

To comply with the EARNED INCOME TAX REGULATIONS in this area, we must establish every employee's correct taxing jurisdiction. As part of your employment records, it is important that you give both your mailing address and your resident taxing jurisdiction (City, Borough or Township, including County) below.

NAME JOHN SMITH Soc. Sec. No. 1 3 4 2 6 1 0 7 9

DEPARTMENT SHIPPING CLOCK OR BADGE NO. \_\_\_\_\_

STREET, R.D., OR BOX NO. RD 4

CITY, STATE AND ZIP STROUDSBURG, PA 18360

RESIDENT TAXING JURISDICTION \* STROUD TWP, MONROE COUNTY  
(This is the City, Borough or Township, including County, in which you live)

**\*DO NOT SHOW MAILING ADDRESS OR SCHOOL DISTRICT AS TAXING JURISDICTION!**

CUT ON DOTTED LINE AND RETURN BOTTOM PORTION

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