

CITY OF RESIDENCE -- INCOME TAX WITHHOLDING

City of residence withholding is voluntary. It is not mandatory that you have it withheld from your earnings.

I hereby request that the Payroll Department revise my city income tax withholding:

New City Tax _____ Cancel City Tax _____ Change City Tax _____

Effective Date of Withholding _____

Name of City of Residence _____

Signed: _____ Employee ID: _____

CONTACT YOUR CITY HALL WITH THESE QUESTIONS:

What is my city's current tax rate? _____%
(show as a percent, ie: 1%, 1-1/2%, etc.)

What is the tax credit given for my city of residence? _____%
(show as a percent, ie: 100% up to a maximum limit of 1%)

What is the maximum limit of tax credit? _____%
(show as a percent, ie: limit of 1%, or maximum limit of 1-1/2%, etc. - -
If "city of employment" is in effect at the time of this application)

NOTE: It is employee's responsibility to file a new form IF one or more of the following occur:

1. **your city of residence tax rate changes;**
2. **your tax credit given by your city of residence changes; or**
3. **your city of employment changes.**

[FOR PAYROLL USE ONLY]

City of Employment Tax Code _____

City of Residence Tax Code _____

Tax Group _____ Effective Pay ID _____

- A. City of Residence Rate _____ (e.g., .02)
- B. City of Employment Rate _____ (e.g., .01)
- C. Maximum Limit _____ (e.g., .02)
- D. Tax Credit _____ (e.g., .50) (if tax credit 0.00 do not proceed – withhold at 100%)
- E. Lesser of B or C _____
- F. E times D _____
- G. A - F _____
- H. % of Time = G divided by A _____
- I. % of Time – 1 _____
- J. Employee Residence Tax Additional = [I] negative _____

Entered by Employee ID: _____ Date: _____

OTC#4-43-87 City of Residence - Income Tax Withholding

- Mark one of the boxes: New City Tax, Cancel City Tax or Change City Tax
- Enter the date the withholding or cancellation is effective (retroactive changes will not be adjusted)
- Enter the city residence name for the new city tax to be withheld, the city of residence name of tax to be cancelled or the of city of residence name that the city tax should be changed to
- Sign and enter your 4-digit employee ID (not badge number) which can be located in the Employee Number box on the stub of the employee's paycheck
- Contact your city of residence city hall and obtain the following (not applicable for cancellations):
 - the city tax rate
 - the tax credit given by the city of residence (for those employees that also have city of employment tax withheld from their paychecks)
 - the maximum tax limit for the credit.

Note: City of residence withholding is voluntary. It is not mandatory that it be withheld from wages. Also, *IT IS THE RESPONSIBILITY OF THE EMPLOYEE* to file a new form if any of the following conditions occur:

1. the employee's city of residence tax rate changes
2. the tax credit given by the employee's city of residence changes
3. the employee's city of employment changes (this could result in a change of tax credit). If a new form is not filed with this change, city of residence withholding will be discontinued until such time that a new form is received