



## RESIDENCY CERTIFICATION FORM / ADDRESS CHANGE

<b>ADDRESS INFORMATION - PERMANENT RESIDENCE LOCATION</b>		Effective Date: _____
Please check one: <input type="checkbox"/> U.S. Citizen/Permanent Resident <input type="checkbox"/> Visa holder		
NAME (Last, First, Middle Initial)		
EMPLOYEE ID OR LAST 4 DIGITS OF SOCIAL SECURITY NUMBER		
FIRST LINE OF ADDRESS (P.O. BOX not accepted)		
SECOND LINE OF ADDRESS		
CITY	STATE	ZIP CODE
COUNTY	SCHOOL DISTRICT	
MUNICIPALITY		

THE INFORMATION ON THIS FORM IS REQUIRED BY THE COMMONWEALTH OF PENNSYLVANIA.

This form must be completed by all newly hired individuals for entry into the University of Pittsburgh's HR/Payroll system, those returning to the University from a terminated status, and in the event of an address change.

The address provided on this form will be used to calculate applicable state and local tax withholding for employees subject to these taxes.

**Student:** Use the street address of your permanent residence. For most students, this will be the address where you permanently resided before you went to college. College dormitories, fraternity houses, sorority houses, and off-campus rentals by enrolled college students generally do not qualify as permanent addresses.

**Visa Holder:** Use your current U.S. mailing address when completing the RCF. To provide or change your home country address, use the International Address Form @ <http://payroll.pitt.edu/wpcontent/uploads/ForeignAddressUpdateforEmployee.pdf>

**Non-Pennsylvania Resident:** Do not complete the County, Municipality, and School District fields.

**Former Employee:** Use this form to submit an address change to the University.

### CERTIFICATION

SIGNATURE OF EMPLOYEE		DATE
PHONE NUMBER	EMAIL ADDRESS	

To obtain the appropriate MUNICIPALITY (City, Borough, Township) and SCHOOL DISTRICT please visit [www.newPA.com](http://www.newPA.com) @ <http://munstats.pa.gov/Public/FindMunicipality.aspx> and type in your address.

For a list of Frequently Asked Questions and Answers regarding the RCF, please visit the University's Payroll Department web site @ <http://www.cfo.pitt.edu/payroll/documents/FrequentlyAskedQuestionsv5.pdf>

Entered by:  Date:

Payroll Review:  Date: