

Frequently Asked Questions: Residency Certification Form

Why do I need to submit the Residency Certification Form (RCF)?

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. Find the form on the [Payroll Website's Forms](#) page.

Is a P.O. Box allowed?

No, the Commonwealth of Pennsylvania requires the actual street address of your residence to determine your local tax responsibility.

Where do I find my municipality?

Go to <http://munstats.pa.gov/public/findlocaltax.aspx> and type in your address.

If I am newly hired, but have not yet relocated for my job, is this form required?

Yes, the RCF must be completed for all new hires. If you have not yet relocated, complete the form using your current permanent address. Once you move, a new RCF should be completed with your new address. Find the form on the [Payroll Website's Forms](#) page.

I am a student employee who resides in a temporary location. What address should I use?

If you are a US citizen, 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.

I am not a US citizen. What address should I use on the form?

Use your current U.S. address when completing the RCF. If you are a new employee who has not yet relocated to the United States, complete the form by writing "No current US address" on the first address line. A revised RCF form must be completed and submitted to Payroll as soon as you relocate. To provide or change your home country address, use the International Address Form found on the [Payroll Website's Forms](#) page.

I live out of state. Do I still need to complete this form?

Yes, all employees entered into the Oracle Payroll/HR system must complete a RCF. However, out of state residents can leave three fields on the form blank: county, school district, and municipality. If you work in Pennsylvania but live outside of the state, the University will withhold Local Earned Income Tax at the current non-resident rate.

I am working temporarily for the University. What address should I use on the RCF?

If you are a US citizen, enter your permanent address on the RCF. To determine what your permanent address is for taxation requirements, you can refer to the Pennsylvania State Guidelines on [Determining Residency For PA Personal Income Tax Purposes](#).

Do unpaid volunteers, including Faculty volunteers, have to complete this form?

Yes, every individual entered into the Oracle Payroll/HR system must submit a RCF. If your status changes with the University, a form is not required at that time unless either your address changes or you are rehired from a terminated status. The form also ensures that we have a valid address in our system for any confidential mailings.

Do individuals with a job type of "Certificate" have to complete this form?

Yes, every individual entered into the Oracle Payroll/HR system must submit a RCF. If your status changes with the University, a form is not required at that time unless either your address changes or you are rehired from a terminated status. The form also ensures that we have a valid address in our system for any confidential mailings.

If I am leaving the University, and my address is changing, do I need to complete this form?

Yes. We may have tax and other documents that require mailing to you in the future. Therefore, by completing this form, we will have the proper information and authorized signature of your correct address.

How much will be deducted from my pay for local and school district taxes?

The amount withheld for taxes is based upon municipality and school district. To determine your rate, visit the NEWPA website <http://munstats.pa.gov/public/findlocaltax.aspx> and enter the address information requested.