

# Capital Tax Collection Bureau

www.captax.com

**Central Dauphin Division**  
Olde Liberty Square  
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HARRISBURG PA 17109-1734  
(717) 545-2791 Phone  
(717) 545-3028 Fax

**Harrisburg Division**  
2301 N 3RD ST  
HARRISBURG PA 17110-1893  
(717) 234-3217 Phone  
(717) 234-2962 Fax

**Carlisle Division**  
19 S HANOVER ST STE 102  
CARLISLE PA 17013-3336  
Phone (717) 243-3725  
Fax (717) 243-9224

## CERTIFICATE OF RESIDENCE (FORM 505)

(Please type or print and complete all appropriate information)

EMPLOYER NAME Harrisburg Area Community College EIN 23-1639151

EMPLOYEE SOC. SEC. NO. \_\_\_\_\_ NAME \_\_\_\_\_  
Last, First MI

Note: The address information listed below should be the taxpayer's legal residence ("domicile") – see back for definition

ADDRESS: \_\_\_\_\_  
House Number & Street City State Zip Code

MUNICIPALITY \_\_\_\_\_  
Borough, Township or City of address entered above

SCHOOL DISTRICT \_\_\_\_\_

COUNTY \_\_\_\_\_

DOES YOUR SPOUSE LIVE AT YOUR ADDRESS? CIRCLE RESPONSE: YES / NO / NOT MARRIED  
IF YES, ENTER SPOUSE'S NAME & SS# \_\_\_\_\_

INDICATE TYPE OF CHANGE:

IF NEW EMPLOYEE PROVIDE DATE OF HIRE \_\_\_\_\_  
IF ADDRESS CHANGE ENTER DATE OF CHANGE \_\_\_\_\_  
IF NAME CHANGE ENTER DATE OF CHANGE \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### INSTRUCTIONS

Where applicable, these forms should be completed by the employee and then submitted by the employer to the tax bureau at least as often as tax withholdings are required to be paid. To use this form as a master form, type the employer name and EIN on the form prior to making copies for use by the employees.

It is very important that the employee's address, municipality, school district, and county of residence is accurately identified so that the local income tax withheld can be distributed to the correct taxing jurisdictions. Please use your permanent physical address (i.e., "domicile") and not a temporary residence (e.g., college student). A comprehensive definition of "domicile" is provided on the back of this form. If this information changes, another certificate of residence form needs to be completed and submitted to the Tax Office. If the employee is not sure of his or her municipality or school district you can go to the US Census Bureau website and enter their street address to determine the correct information. Go to their website at <http://factfinder.census.gov> then click on "**Enter a street address** to find Census 20XX data".

You may fax or mail the form using the address or fax number, listed above, for your area. If you are interested in transmitting the form electronically, if you would like a MS Word or Adobe Acrobat version of this form, please contact our Harrisburg Division as listed above.