

<b>PENNSYLVANIA</b> <i>Additional Information Needed</i>
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\* \* \* PLEASE PRINT \* \* \*

<b>Name</b>	
<b>Social Security #</b>	
<b>Street Address</b>	
<b>City, State, Zip</b>	
<b>Name of taxing municipality in which you live, if any.</b>	
<b>County in which you live</b>	
<b>School District in which you live</b>	

**NOTICE TO ALL EMPLOYEES WHO WORK AT A LOCATION THAT IMPOSES AN ANNUAL OPT (Occupational Privilege Tax)**

-or-

**AN EMST (Emergency & Municipal Services Tax):**

It is Company policy to collect the annual OPT/EMST from ALL affected Pennsylvania employees with the first payment made each calendar year. If you have already paid this tax through a former employer, you should contact the appropriate tax bureau to request a refund.

**NOTE:** In order to assure that all the appropriate Pennsylvania taxes are withheld correctly, it is imperative that you keep the Payroll Department informed of your current address, municipality, county and school district at all times.