

# Pennsylvania



**NEW** employers in Pennsylvania, complete steps 1-3 below

**EXISTING** employers in Pennsylvania, complete step 3 only

## 1. Register for State Withholding Tax and Unemployment Insurance

Visit <https://mypath.pa.gov/>. Click on the "sign up" and follow all prompts. If you provide your email when registering, you will receive your account number(s) within 24 to 48 hours. For further information, call 717-787-1064.

## 2. Local Earned Income Tax (EIT) and Local Service Tax (LST)

Pennsylvania has Earned Income Tax (EIT) and Local Services Tax (LST) for over 2,500 municipalities and 500 school districts dependent upon where an employee lives and/or works. These taxes are programmed in to our payroll software, but you will need to set this for each applicable employee in payroll. Learn more about obtaining tax IDs and determining PSD Codes at <https://dced.pa.gov/local-government/local-income-tax-information/local-withholding-tax-faqs>.

## 3. Provide Tax ID numbers and applicable rates to Payroll City

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate
- ✓ Submit your EIT and LST IDs

*Pennsylvania employers are required to report each employees' PSD code. You will need to include the PSD code for each employee in our system in order for us to process your reports correctly.*