ROCKHAM 5G PA/DE NEW HIRES
ENTERING DEPARTMENT, PSD, CITY AND OTHER CODES
FOR AD COMPUTER

PSD (Political Sub-Division, i.e. where the employee lives):

City	WARMINSTER		
State	PA ▾	ZIP 18974	PSD Code 255 PSD Search

When setting up employees, PSD stands for "Political Sub-Division" code and it should be where the employee lives. If it's unclear what township and/or borough the employee lives in, you can get that by going to
http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&_programYear=50&_treeId=420
and entering their address.

On the factfinder site, enter the home town of the employee, note the borough or township.

Back on AD Computer's Employee Screen, use the PSD Search to find the PSD Code.

City	WARMINSTER		
State	PA ▾	ZIP 18974	PSD Code 255 PSD Search

Click PSD Search…

And enter the name of the borough or township

City Tax (and for DE employees, State Tax, State Unemployment, LST/OPT City Tax)

City Tax City

DE Residents: Enter DE here

LST/OPT City Code

DE Residents: Enter DE here

Rockham 5G PA

New Hire Department and City Setup

*** please refer to bottom of page for additional notes to process payroll***

Dept: 101, 201 Keystone = city 5
(for Philadelphia res = city 002 with LST city 5)

Dept: 103, 203 Clifton Heights = city 1
(for Philadelphia res = city 2 with LST city 1

Dept: 104, 204 Gateway=city 3 Tredyfferin Twp Res; city 017 Tredyfferin Twp NR

(for Philadelphia res = city 2 with LST city 3)

==** City 17 Tredyfferin Twp NR no longer used due to Act 32 ****==**

Dept: 106, 206 Chestnut = city 2 Phila Res / city 4 Phila non-res

(store location is in Philadelphia / No LST) – define Philadelphia Res for city2 or Philadelphia NR for city 4

Dept: 998 (Operations) Keystone = city 5 **

(for Philadelphia res must set up city 2 with LST city 5

==**Only EE w/ diff taxing = Rec #164 S Bozarth (lives & works in DE 10/ 10/ 000)**==

Dept: 108, 208 Fairfax = St Un 10 /St 10 /city 0

(if res of Wilmington city must set up city tax for Wilmington – city 6)

(This Wilmington DE location not in city limits)

Dept: 109, 209 Warminster = city 7

(for Philadelphia res = city 2 with LST city 7)

Dept: 110, 210 Bala = city 8

(for Philadelphia res must set up city 2 with LST city 8)

Dept: 111, 211 Lawrence Park = city 9 Marple Twp

(for Philadelphia res = city 2 with LST city 9)

Dept: 112, 212 Doylestown = city 10

(for Philadelphia res must set up city 2 with LST city 10)

Dept: 113, 213 King of Prussia = city 11

(for Philadelphia res = city 2 with LST city 11)

 Dept: 114, 214 Prices Corner = St Un 10 /St 10 /city 0

(if res of Wilmington city must set up city tax for Wilmington – city 6)

City 6 of Wilmington defined at 1.25%

Dept: 115, 215 Bear = St Un 10 /St 10 /city 0
(if res of Wilmington city must set up city tax for Wilmington – city 6)
City 6 of Wilmington defined at 1.25%

Dept: 116, 216 Hockessin = St Un 10 /St 10 /city 000
(if res of Wilmington city must set up city tax for Wilmington – city 006)
City 6 of Wilmington defined at 1.25%

Dept: 117, 217 Quakertown = city 12 Richland Twp
(for Philadelphia res = city 002 with LST city 12)
**** City 13 Richmond Twp NR no longer used due to Act 32 ****

Dept: 118, 218 Exton = city 14 West Whiteland Twp
(for Philadelphia res = city 2 with LST city 14)

Dept: 119, 219 Walnut Street = city 2 Phila res / city 4 Phila non-res
(store location is in Philadelphia / No LST tax) – define Philadelphia Res for
city 2 or Philadelphia NR for city 4

Dept: 120, 220 Feasterville = city 15 Lower Southampton
(for Philadelphia res = city 2 with LST city 015)

Dept: 121, 221 Plymouth = city 16 Plymouth Twp
(for Philadelphia res = city 2 with LST city 16)

Dept: 122/222 Grant St store = define city 2 Phila Res or city 4 Phila NR
(store located in Philadelphia No LST tax) – define Philadelphia Res for city 2
or
Philadelphia NR for city 4

Dept: 123/223 Wayne Square store = define city 18 Radnor Twp
(for Philadelphia res must set up city 2 with LST city 18)

** Philadelphia Res (city 2) tax defined at 3.9280% for 2012 in AD
Computer's system

** Philadelphia NR (city 4) tax defined at 3.4985% for 2012 in AD
Computer's system

** Only define new employee for appropriate city tax (based on dept) & not LST/OPT city
The LST/OPT city defaults to same as city tax so **do not** enter city # under LST/OPT city
(unless Phila Res then you must define for LST city based on dept employee works in).

** If employee moves from one department to another must also change to appropriate
city for that department – ex: employee who doesn't live in Phila moves from dept 101 to
dept 103 must change from city 5 to city 1.

** If employee lives in PA but works in a DE store must define employee for DE taxes
(St Un 10 / St 10 / city 0)

** Same if employee lives in DE but works in PA store must define employee for PA taxes
(St Un 42 / St 42 / city where store is located based on dept)

** To determine correct PSD code you **must** verify address for employees by going to the
following website: http://munstatspa.dced.state.pa.us/FindLocalTax.aspx to locate the
employees local tax rate (based on where they live) as well as the new 6 digit PSD (you
should have the Residency Certificate filled out and signed when looking this up). When
you go to this link you'll pick the 1st site: PA Local Tax - Municipal Statistics Tax Reports
and then you'll enter the employees home street address, city and zip code as well as the
address of the store (employer information) and then View Report. This report will give you
the new 6 digit PSD code that you should now be using. Sometimes 2 or 3 options may
come up when checking an employee's address and in this case you should be using the

Residency Certificate to determine what municipality the employee lives in and choose the
option that is correct. **No need to worry about the tax % for the employee just the 6 digit
PSD code.**