**Certificate of Residency Forms**

* Are you having each (current) employee fill out the Certificate of Residency Forms or are you going to figure out the PSD codes?
* Do you plan to use your own electronic version of the Certificate of Residency Form?
* Do you plan to use the DCED's version of the form or use the versions from one of or each of the TCD's?

**Coding Employees and PSD Codes**

* If you are figuring out the appropriate PSD codes, how are you doing this?
	+ Are you having IT do queries using the [PSD Code data](http://www.newpa.com/webfm_send/1627) available on the NewPA website?
	+ Are you able to work with PA to allow a mass upload of resident and work addresses and do the [address lookup](http://munstatspa.dced.state.pa.us/FindLocalTax.aspx) that is available on the NewPA website?
	+ Are you aware of any available services through your tax collectors and would you utilize this service?

**Early Implementation**

* Were you in a TCD that imposed mandatory early implementation in 2011?
* If so, did you apply Act 32 rules for the early implementation TCD in 2011?
* [Chester County did not announce early implementation until after 1/1/11, did you do any catch up withholding?
* or decide to just pay the penalties?
* If you were in a TCD that imposed voluntary early implementation in 2011, did you apply Act 32 rules for 2011?

**Philadelphia and Act 32**

* If you only have Philadelphia withholding, are you still coding employees with PSD codes (PSD codes are assigned to all Act 32 localities and Philadelphia).
* Would you be reporting wages (without withholding) to the TCD for the "other jurisdiction" (resident or work) for your employees that you withhold Philadelphia Wage tax for?

**Multiple Work Locations**

* Businesses with multiple work locations can choose one tax collector to report and remit withholding to, do you plan to elect this option?
* If you will be reporting and remitting to one tax collector, are you set up to comply with the monthly reporting and EFT payment requirements?
* Do you currently break up withholding for each PA work location that employees work in for each payroll period?
* Do you plan on breaking up withholding for each PA work locations under Act 32 or do you plan on coding for 1 withholding locality regardless of whether employees earn wages in other PA localities?