

# VOLUNTARY CITY AND SCHOOL DISTRICT TAX WITHHOLDING

(See Privacy Act Statement on Reverse Side)

TO  
**(Civilian Payroll)**

Name *(Last, First, MI)*

SSN

**INFORMATION: City taxes are always based on where you work, however, since WPAFB does not need city tax your taxes then must be paid to your city of residence. If you work at DECS. DECS is incorporated in the city of Kettering, you must pay taxes to the city of**

- PLEASE WITHHOLD CITY TAXES FOR THE CITY OF \_\_\_\_\_
- PLEASE WITHHOLD AN ADDITIONAL \_\_\_\_\_ .00 FOR CITY TAXES
- PLEASE WITHHOLD SCHOOL DISTRICT TAXES FOR \_\_\_\_\_ SCHOOL DISTRICT
- PLEASE WITHHOLD AN ADDITIONAL \_\_\_\_\_ .00 FOR SCHOOL DISTRICT TAXES
- I CERTIFY THAT I DO NOT RESIDE WITHIN THE CITY LIMITS OF \_\_\_\_\_
- STOP CITY TAX WITHHOLDING
- STOP SCHOOL DISTRICT TAX WITHHOLDING

## CERTIFICATION

I CERTIFY THAT I RESIDE IN THE ABOVE CITY OR SCHOOL DISTRICT AND AUTHORIZE ACCOUNTING AND FINANCE OFFICER TO WITHHOLD TAXES EACH PAY PERIOD FROM MY EARNINGS. THIS WITHHOLDING WILL BE USED TO SATISFY MY CITY TAXES. IF I LEAVE THE LEGAL BOUNDARIES OF THE ABOVE CITY, I WILL NOTIFY THE CIVILIAN PAYROLL OFFICE IN WRITING, OR SUBMIT A NEW FORM INDICATING A NEW CITY OR SCHOOL DISTRICT OR CANCELLATION

SIGNATURE

DATE