

Completing State and Local Withholding Elections in Workday

PA RESIDENTS PLEASE SELECT:

- **State:** Pennsylvania
- **Withholding Form Type:** Residency Certification Form - Withholding
- Select **OK** at the bottom on the window.
- *ON THE NEXT PAGE...*
 - **County:** County for your home address
 - **Municipality:** Municipality for your home address
 - Don't know your County or Municipality? Use this link: <https://munstats.pa.gov/Public/FindMunicipality.aspx>
 - **Work County:** Montgomery
 - **Work Municipality:** Lower Merion
- Select "**Submit**" at the bottom on the window to complete task.

NJ RESIDENTS PLEASE SELECT:

- **State:** New Jersey
- **Withholding Form Type:** NJ-W4-Withholding
- Select **OK** at the bottom on the window.
- *ON THE NEXT PAGE...*
 - Enter required information
 - For more information, click "*View Blank Form*"
- Select "**Submit**" at the bottom on the window to complete task.

OUT-OF-STATE EMPLOYEES (EXCLUDING NEW JERSEY RESIDENTS) PLEASE SELECT:

- **State:** Pennsylvania
 - Even though this is not your residential state you are still required to pay Pennsylvania state taxes.
- **Withholding Form Type:** Local Services Tax Exemption - Withholding
- Select **OK** at the bottom on the window.
- *ON THE NEXT PAGE...*
 - Click OK (Do NOT fill out form or add attachments)
- Select "**Submit**" at the bottom on the window to complete task.