

**PART-YEAR RESIDENT PRORATION SCHEDULE**

If you resided in more than one municipality during the tax year, complete the schedule below to determine the amount of wages, withholdings, and net profits to file with each municipality.

- 1. Complete the location information** at the top of the page. The time of residency in each municipality should be rounded to the nearest whole month. The day the individual moved is counted towards the new domicile. If the number of days in the calendar month in which an individual lived in the old and new domiciles are equal, the entire month should be credited to the new municipality. **2. Complete the income, expense, and tax information** on the left-hand side of the page and determine number of months you were engaged in each position at each residence. **3. Determine the prorated amounts** by dividing the original figure (wages, withholdings, business expenses, net profits, etc.) by the total months and then multiplying by the number of months at that residence. **4. Calculate the tax due** by multiplying the prorated wages/net profits (less the prorated employee business expenses) by the tax rate. **5. Add all the columns** for each section, and **transfer the figures** to the corresponding lines on the annual tax return.

Tax Year: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_

If you resided in different municipalities throughout the tax year, then you must fill out separate Local Earned Income Tax Returns for each Tax Office. Visit our website ([www.statecollegepa.us](http://www.statecollegepa.us)) for additional forms, information, and a list of our Member Municipalities.

	<b>LOCATION/RATE 1</b>	<b>LOCATION/RATE 2</b>
TAX OFFICE		
MUNICIPALITY		
STREET ADDRESS		
CITY, STATE, ZIP		
TAX RATE%		
DATE RESIDENT FROM		
DATE RESIDENT THRU		
NUMBER OF MONTHS		

EMPLOYER'S NAME	LOCAL WAGES (W-2 BOX 18)	LOCAL TAX WITHHELD (W-2 BOX 19)	EMPLOYEE BUSINESS EXPENSES	DATES EMPLOYED DURING THIS TAX YEAR		# MTHS WORKED @ EACH RES		TOTAL MONTHS	PRORATED WAGES	PRORATED TAX W/H'S	PRORATED EMPLOYEE BUSINESS EXPENSES	TAX DUE	PRORATED WAGES	PRORATED TAX W/H'S	PRORATED EMPLOYEE BUSINESS EXPENSES	TAX DUE
				FROM	THRU	1	2									
1	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
2	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
3	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
4	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
W-2 TOTALS & EMPLOYEE BUSINESS EXPENSE (EBE) TOTALS: Report totals to the corresponding line on the tax return for only the location in which Centre Tax Agency is the collector. Report the totals for the other tax agency on their form									Total (Column A)	Total (Column B)	Total (Column C)	Total (Column D)	Total (Column E)	Total (Column F)	Total (Column G)	Total (Column H)
									\$	\$	\$	\$	\$	\$	\$	\$
									LINE 1	LINE 10	LINE 2	LINE 9	LINE 1	LINE 10	LINE 2	LINE 9

NET PROFIT(S) OR LOSS(ES)	NET PROFIT OR LOSS AMOUNT	REPORTED ESTIMATED PAYMENTS	DATES OPERATED DURING THIS TAX YEAR		# MTHS EARNED @ EACH RES		TOTAL MONTHS	PRORATED NET PROFIT(S) OR LOSS(ES)	PRORATED ESTIMATED PAYMENTS	TAX DUE	PRORATED NET PROFIT(S) OR LOSS(ES)	PRORATED ESTIMATED PAYMENTS	TAX DUE		
			FROM	THRU	1	2									
5	\$	\$						\$	\$	\$	\$	\$	\$		
6	\$	\$						\$	\$	\$	\$	\$	\$		
7	\$	\$						\$	\$	\$	\$	\$	\$		
8	\$	\$						\$	\$	\$	\$	\$	\$		
NET EFFECT OF PROFIT(S) AND LOSS(ES): Report totals to the corresponding line on the tax return for only the location in which Centre Tax Agency is the collector. Report the totals for the other tax agency on their form.									Total	Total	Total	Total	Total	Total	Total
									\$	\$	\$	\$	\$	\$	\$
									LINE 5 or 6	LINE 11	LINE 9	LINE 5 or 6	LINE 11	LINE 9	LINE 9

OTHER INCOME	TOTAL OTHER INCOME	REPORTED ESTIMATED PAYMENTS	DATES EARNED DURING THIS TAX YEAR		# MTHS EARNED @ EACH RES		TOTAL MONTHS	PRORATED OTHER INCOME	PRORATED ESTIMATED PAYMENTS	TAX DUE	PRORATED OTHER INCOME	PRORATED ESTIMATED PAYMENTS	TAX DUE	
			FROM	THRU	1	2								
9	\$	\$						\$	\$	\$	\$	\$	\$	
10	\$	\$						\$	\$	\$	\$	\$	\$	
OTHER INCOME TOTALS: Report totals to the corresponding line on the tax return for only the location in which Centre Tax Agency is the collector. Report the totals for the other tax agency on their form.									Total	Total	Total	Total	Total	Total
									\$	\$	\$	\$	\$	\$
									LINE 3	LINE 11	LINE 9	LINE 3	LINE 11	LINE 9