

**COUNCIL ROCK SCHOOL DISTRICT / CENTRAL REGISTRATION OFFICE**[registration@crsd.org](mailto:registration@crsd.org) / 215-944-1091 School ESP Edulog

Initial \_\_\_\_\_

**CHANGE OF ADDRESS FORM**

When there is a change of address within the district, parents/guardians must schedule an appointment with the Central Registration Office **within two weeks** to present change of address, census enumeration and earned income tax forms, parent/guardian picture ID, and **four** proofs of new address, as well as custody agreement (if applicable). Student records will be updated and transportation will be notified after receipt of all requested documentation.

If your new home is located in a different school boundary, please provide a written request if you would like your child to finish the school year at the present school. Address your request to Mr. Barry Desko, Director of Secondary Education and Student Accounting.

Student Name	Council Rock School	Grade

Student(s) Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student(s) Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION (COMPLETE SECTIONS I AND II AS APPLICABLE)****I. Parent/Guardian Full Name** \_\_\_\_\_

Address (if different than student) \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_ Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

\_\_\_\_\_ Name of Stepparent (if applicable) \_\_\_\_\_ Email Address \_\_\_\_\_ Mobile Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

**II. Parent/Guardian Full Name** \_\_\_\_\_

Address (if different than student) \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_ Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

\_\_\_\_\_ Name of Stepparent (if applicable) \_\_\_\_\_ Email Address \_\_\_\_\_ Mobile Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

**With whom does the student reside** (Check all that apply)  mother  father  stepparent  guardian

other (please explain) \_\_\_\_\_

**STUDENT REGISTRATION AFFIDAVIT**

**In cases of divorce/separation, either a current custody agreement must be provided OR both parents must sign form to acknowledge that child/children will attend school in Council Rock School District.**

(Please check one)

This is to certify that I am the  PARENT  GUARDIAN of the pupil(s) registered on this form.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

(Please check one)

This is to certify that I am the  PARENT  GUARDIAN of the pupil(s) registered on this form.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**COUNCIL ROCK SCHOOL DISTRICT  
CENSUS ENUMERATION FORM**

*(Please Print)*

Parcel # \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_ Boro/Twp: \_\_\_\_\_

Former Address: \_\_\_\_\_ Boro/Twp: \_\_\_\_\_

Do you:  Own your home  Rent (name of landlord \_\_\_\_\_)

How long have you been a resident at your current address? \_\_\_\_\_

**PLEASE LIST ALL RESIDENTS OVER 18 YEARS OF AGE**

\*Failure to note occupation will result in being taxed at the highest rate

Name (Last, First, Middle)	Date of Birth (Month/Day/Year)	Total Years Education
*Occupation	Employer	Employer Address
Name (Last, First, Middle)	Date of Birth (Month/Day/Year)	Total Years Education
*Occupation	Employer	Employer Address
Name (Last, First, Middle)	Date of Birth (Month/Day/Year)	Total Years Education
*Occupation	Employer	Employer Address
Name (Last, First, Middle)	Date of Birth (Month/Day/Year)	Total Years Education
*Occupation	Employer	Employer Address

**PLEASE LIST ALL CHILDREN UNDER 18 LIVING AT YOUR ADDRESS (FROM OLDEST TO YOUNGEST)**

Name (Last, First, Middle)	Sex	Date of Birth (Month/Day/Year)	School	Grade

Please state intention of pre-school children to attend **public, private or parochial school**

**THIS INFORMATION IS REQUIRED FROM ALL RESIDENTS OF COUNCIL ROCK SCHOOL DISTRICT**

## EARNED INCOME TAX INFORMATION FOR RESIDENTS OF THE COUNCIL ROCK SCHOOL DISTRICT

As you may know, school districts in Pennsylvania have tax revenue sources other than real estate taxes from which they may obtain funds to support schools and education. Authority for levying these additional taxes was granted to local school districts and municipalities by the Pennsylvania General Assembly in 1965 through passage of the Local Tax Enabling Act (LTEA), commonly referred to as *Act 517*. The Earned Income Tax or "Wage Tax" is usually a tax of one percent (1%) on gross wages and/or net profits from a business or profession.

Berkheimer Associates is the appointed earned income tax officer for the Council Rock School District and the municipalities which comprise the School District. As the appointed earned income tax collector, Berkheimer Associates is charged with the duty of administering the school district's, township's, and/or borough's taxes. This includes collecting the tax, establishing rules and regulations to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Below is an Earned Income Tax Registration Form. A completed registration form will fulfill your registration requirements under the Earned Income Tax rules and regulations adopted by the Council Rock School District and your resident municipality. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if you work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Berkheimer Associates. Your completed registration form will be forwarded to Berkheimer Associates, who will create an accurate tax account reflecting your correct reporting status and send you the necessary tax forms.

We appreciate your cooperating in completing the registration form. Kindly refer to the back of this letter for general questions and answers about the Earned Income Tax. If you have any additional questions, contact Berkheimer Associates at 610-588-0965, ext. 2, or in person at your local Berkheimer Office.

### COUNCIL ROCK SCHOOL DISTRICT EARNED INCOME TAX REGISTRATION FORM

*(Please Print)*

	Your information	Spouse's Information
Name		
Social Security #		
Employer		
Working Jurisdiction (Twp/Boro/City)		
Is Earned Income Tax withheld from pay?		
Are you self-employed?		
If you have no earned income, please record reason why (retired/homemaker/temporarily unemployed/disabled/student/minor ( <i>state age</i> )/other (please specify)		
Resident Address		
City/State/Zip		
Please check Township or Borough in which you reside		
<input type="checkbox"/> Newtown Borough <input type="checkbox"/> Northampton Township <input type="checkbox"/> Wrightstown Township <input type="checkbox"/> Newtown Township <input type="checkbox"/> Upper Makefield Township		
Date you moved to above address		
Did you move here from another Pennsylvania location? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list previous address and resident school district.	
Signature(s)	Date	

## **QUESTIONS AND ANSWERS ABOUT THE EARNED INCOME TAX**

### ***WHAT IS THE "EARNED INCOME TAX?"***

The Earned Income Tax, commonly called a "Wage Tax", is usually a tax of one percent (1%) on gross wages and/or net profits from a business or profession. In Home Rule communities, the tax rate may vary and can even be higher than one percent (1%). Typically, individuals who receive "earned income" including salaries, wages, commissions, bonuses, incentive payments, fees, tips and/or other compensation for services rendered, whether in cash or property, are subject to the tax. In addition, those who conduct businesses, professions and other activities for profit must pay tax on the net profit derived from their operation after deductions have been made of all costs and expenses incurred in conducting said businesses.

### ***WHAT INCOME IS SPECIFICALLY EXEMPT FROM THE EARNED INCOME TAX?***

Unearned income such as dividends, interest, income from trusts, bonds, insurance and stocks is exempt. Also exempt are payments for sick or disability benefits, old age benefits, retirement pay, pensions – including social security payments, public assistance or unemployment compensation payments made by any governmental agency, and any wages or compensation paid by the United States for active service in the forces of the United States including bonuses or additional compensation for such service. In addition, net profits of corporations are exempt under state law.

### ***IF THE TAX IS WITHHELD IN ANOTHER COMMUNITY WHERE I WORK, DO I ALSO PAY THE DISTRICT IN WHICH I LIVE?***

No, the tax withheld by your employer will be remitted to your resident taxing jurisdiction. It is still required that our Registration Form be answered by ALL residents.

### ***WHOSE EARNED INCOME TAX WILL BE WITHHELD BY THEIR EMPLOYER?***

Any individual working in a jurisdiction that levies the tax will have the tax withheld by their employer. Occasionally, employers located in a jurisdiction where the tax is not levied will volunteer to withhold if your resident jurisdiction levies the tax.

### ***FROM WHOM WILL THE EARNED INCOME TAX BE COLLECTED DIRECTLY?***

The earned income tax will be collected directly from those who are: 1) self-employed; 2) salaried but self-employed in a side business; or 3) work in a municipality where the tax is not in place. Those persons must file a declaration of the total of such estimated net profits or income, together with the total estimated tax due, with the Earned Income Tax collector. Proper forms for reporting the quarterly payments will be sent to each person so liable.

### ***MUST ALL TAXPAYERS FILE A FINAL RETURN?***     Yes

### ***WHAT HAPPENS IF I NEITHER FILE A RETURN NOR PAY THE TAX DUE?***

State law, as well as the local tax resolutions and/or ordinances, make it a summary criminal offense if a taxpayer fails to file a tax return as required, and subjects the taxpayer to a fine not to exceed \$500.00 per offense, plus the cost of prosecution; in default of payment of said fine and costs, the taxpayer may be imprisoned for a period not exceeding thirty (30) days per offense. In addition, distress sale, wage attachment and/or civil suit proceedings may be used to collect any unpaid tax found to be due, and penalties and interest may also be assessed.