



Madison-Champaign Educational Service Center

Mary Mitchell, Superintendent
Matthew Ketcham, Treasurer

MUNICIPALITY COURTESY TAX WITHHOLDING

DIRECTIONS: ALL EMPLOYEES MUST COMPLETE THIS FORM. IF YOU **DO NOT** RESIDE OR WORK IN A MUNICIPALITY WHICH HAS A CURRENT TAX ASSESSMENT. SIMPLY WRITE N/A OR NONE, SIGN AND RETURN.

IT IS THE EMPLOYEES RESPONSIBILITY TO NOTIFY THIS OFFICE WHEN THEIR INFORMATION CHANGES (I.E. CHANGE IN ADDRESS, CHANGE OF JOB LOCATION). **REMEMBER TO CONTACT THE OFFICE IN THE PROCESS OF THE CHANGE.**

SUBSTITUTES WILL NOT CLAIM A WORK PLACE TAX, BECAUSE THEY ARE AT VARIOUS LOCATIONS, (UNLESS IT IS A LONG TERM SUBSTITUTE JOB).

<u>WORK PLACE:</u>		
	<u>MUNICIPALITY NAME / Percentage of time</u>	<u>Municipality Rate</u>
1.	_____ / _____	_____
2.	_____ / _____	_____
3.	_____ / _____	_____
4.	_____ / _____	_____
5.	_____ / _____	_____

<u>PLACE OF RESIDENCE:</u>	
MUNICIPALITY NAME: _____	
TAX RATE: _____ %	
Please do not withhold residency taxes from my paycheck: ☐ Initial here: _____	

<u>RESIDENCE SCHOOL DISTRICT:</u>	
NAME OF DISTRICT: _____	
DISTRICT #: _____	TAX RATE: _____ %

I AUTHORIZE THE DEDUCTION OF MUNICIPALITY INCOME TAX AND SCHOOL DISTRICT INCOME TAX AS INDICATED ABOVE TO BE DEDUCTED FROM MY WAGES EACH PAY PERIOD.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____ DATE: _____



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