

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

Department of Human Resources
(610) 683-1353

Payroll Memo

I understand that by accepting employment with Kutztown University I might not receive my first pay check for up to four weeks.

Signature

Date

Additional Information needed:

1. Birthdate: _____ 2. Gender: _____
3. Do you currently pay the Local Services Tax with another employer?
(LST is a tax taken weekly or per-pay basis at a rate of \$1/week.)
_____ Yes _____ No

If you expect to continue this other employment while you work at Kutztown and want to avoid paying the LST to two employers simultaneously, you will need to **COMPLETE THE ATTACHED LST EXEMPTION FORM AND PROVIDE THE NECESSARY DOCUMENTATION. THE REQUESTED DOCUMENTATION MUST BE RETURNED WITH THE EXEMPTION FORM. FAILURE TO DO SO WILL RESULT IN THE LST BEING DEDUCTED FROM YOUR PAY AT KUTZTOWN.**

4. Were you previously employed at another PA Commonwealth agency or State System University? If yes, what year & at which agency/university?

5. Highest degree obtained (*if none, so state*). Indicate *specific degree*, not just level: _____

6. Circle one: I am a: Resident Alien Non-Resident Alien U.S. citizen

- 7A. What is your ethnicity (Do you consider yourself to be Hispanic/Latino/ Spanish Origin)?

_____ Hispanic or Latino
_____ Not Hispanic or Latino (If not, please answer 7B.)

- 7B. What is your race (Select one or more of the following racial categories to describe yourself)?

_____ American Indian or Alaskan Native
_____ Asian
_____ Black or African American
_____ Native Hawaiian or other Pacific Islander
_____ White
_____ Two or more races
_____ Race and/or ethnicity unknown

NAME (PLEASE PRINT): _____

SS#: _____