



COVENTRY LOCAL SCHOOL DISTRICT CITY INCOME TAX DEDUCTION FORM

There are two kinds of city income tax – one is a mandatory employment tax where you work; the other is a residential income tax you must pay where you live (if there is one) if you do not pay where you work. In Coventry School District, there are two mandatory employment city income taxes – Coventry High School JEDD tax and Turkeyfoot School New Franklin city tax. Payroll deduction for residential city taxes is voluntary and must be requested in writing. As a courtesy, we will withhold and remit these taxes on your behalf. If you chose not to have us withhold your residential city income tax obligation, you are still liable to pay that tax to your municipality on your own. *Check the option that applies:*

_____ I am employed at Coventry High School and am subject to JEDD income tax

_____ I am employed at Turkeyfoot Elementary School and am subject to New Franklin income tax.

_____ I do not live or work within a municipality for which I am liable for city income tax.

_____ I am liable for City income tax to the city of _____ and hereby request and authorize Coventry Local Schools to withhold this residential city income tax from my wages and pay this tax directly to the city named.

_____ I am no longer liable to the city of _____ for city income tax. Please discontinue this deduction.

I understand that it is my responsibility to inform you of any change which will affect this deduction. This deduction will be in effect until I notify you in writing otherwise. I also understand that any overpayments made to a city, due to my failure to notify the employer of a change, must be handled by me directly with the city.

Date _____ Employee Name (print) _____

S.S. # _____ Employee Signature _____