Completing State and Local Withholding Elections in Workday

**PA RESIDENTS PLEASE SELECT:**
- **State**: Pennsylvania
- **Withholding Form Type**: Residency Certification Form - Withholding
- Select **OK** at the bottom on the window.
- **ON THE NEXT PAGE**...
  - **County**: County for your home address
  - **Municipality**: Municipality for your home address
    - Don’t know your County or Municipality? Use this link: [https://munstats.pa.gov/Public/FindMunicipality.aspx](https://munstats.pa.gov/Public/FindMunicipality.aspx)
  - **Work County**: Montgomery
  - **Work Municipality**: Lower Merion
  - Select “Submit” at the bottom on the window to complete task.

**NJ RESIDENTS PLEASE SELECT:**
- **State**: New Jersey
- **Withholding Form Type**: NJ-W4-Withholding
- Select **OK** at the bottom on the window.
- **ON THE NEXT PAGE**...
  - Enter required information
  - For more information, click “View Blank Form”
  - Select “Submit” at the bottom on the window to complete task.

**OUT-OF-STATE EMPLOYEES (EXCLUDING NEW JERSEY RESIDENTS) PLEASE SELECT:**
- **State**: Pennsylvania
  - **Withholding Form Type**: Local Services Tax Exemption - Withholding
  - Select **OK** at the bottom on the window.
- **ON THE NEXT PAGE**...
  - Click OK (Do NOT fill out form or add attachments)
  - Select “Submit” at the bottom on the window to complete task.