

OUT-OF-STATE WORK LOCATION INFORMATION SHEET

Any employee working in a state other than Colorado must complete this information sheet. The purpose of this sheet is to ensure that the correct state income taxes are withheld from the employee's pay. It needs to be completed by both the employee (1-5) and the department (6-9). It should be attached to the employee's Form W-4.

Instructions for completing the information sheet

1. **Print name legibly exactly as it appears on your Social Security Card.**
2. **Print your Social Security Number (SSN) legibly exactly as it appears on your Social Security Card.** *IMPORTANT NOTE: All Foreign Nationals must contact the CSU Foreign Tax Office at (970) 491-2911. Please make sure that you have a valid U. S. SSN before you contact the Foreign Tax Office. If you do not have a valid U. S. SSN, please contact the local Social Security Office to apply for a number.*
3. **Print the city or town nearest your work location along with the county, state, and zip code. Include a street address if possible. For installation information, fill in only if applicable.**
4. **Print your legal residence address legibly. Please do not use the address you are at if you are temporarily working in another state.**
5. **Please enter the current mailing address if different than the legal residence address you entered on line Number four.**
6. **Indicate the department name and number the employee is working for.**
7. **This should be the person in the department that we could contact if we have any questions.**
8. **Enter the projected dates of employment and check the appropriate employment type.**
9. **Enter the classification code, job title and a brief description of the work being done**

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INSTRUCTIONS: CSU employees, employed in any state other than Colorado **MUST** fill out this form and return it to their home department along with their W-4 form. The home department should then forward it to the Central Payroll Department. **It is the employees responsibility to inform their department and the Central Payroll Department of any changes in location and state where they are currently being taxed.** (Taxes are withheld where work is performed.) A new work location form is required as well as new W-4 form to update your current mailing address and tax withholding status.

All Foreign Nationals must contact the CSU Foreign Tax Office at (970) 491-2911 to complete the necessary paper work. Please make sure you have a valid U. S. Social Security Number before you contact the Foreign Tax Office. If you do not have a valid U. S. SSN, please contact the local Social Security Office to apply for a number.

- 1. Employee Name: _____
Print name legibly exactly as it appears on your Social Security Card.
- 2. U. S. Social Security Number (SSN): _____ - _____ - _____
Print your SSN exactly as it appears on your Social Security Card.
- 3. Work Address (Primary): (Street or P O Box) _____
(City) _____ (County) _____
State) ____ (Zip Code) _____ (Installation) _____
- 4. Employee's Permanent Residence (W-2 Mailing) Address:
(Street or P O Box) _____ (City) _____
(County) _____ (State) ____ (Zip Code) _____
- 5. Current Mailing Address (**if different from W-2 Mailing Address**):
(Street or P O Box) _____ (City) _____
(County) _____ (State) ____ (Zip Code) _____
- 6. Department Name and Number: _____ NREL 1499 _____
- 7. Person Responsible for Reporting (CSU contact): _____
Telephone Number: _____
- 8. Type and Length of Employment: From ____/____/____ to ____/____/____
____ Salaried ____ Hourly ____ Temporary Hourly ____ Student Hourly
____ Faculty ____ State Classified ____ Administrative Professional
- 9. Classification Code: _____ Job Title: _____
Description of Work: _____

FORM MUST BE RETURNED WITH THE W-4 FORM