

Out-of-State Work Assignment Data

For Employees Working Outside of the State of Colorado

HUMAN RESOURCES

Purpose of this Form: State of current residence and state of work assignment data must be collected for any employee that will be working outside of the State of Colorado. This data will be used to withhold the correct state income tax, report Unemployment wages and for Workers Compensation coverage.

Instructions:

1. Include your current U. S. state of residency and your current work assignment location.
2. State tax withholding is withheld for the state in which you are working.
Note: It is the employee's responsibility to verify that the correct state taxes are being withheld from their pay. Pay advices are available in Employee Self Service and can be accessed through the Campus Administrative Portal. Please contact the HR Payroll Unit immediately if any corrections are needed.
3. Complete and sign this form and include a Federal Form W-4 and any other state specific forms, if applicable (e.g. State Form W-4, Non Resident Forms, etc.)
4. Foreign National employees must contact the Foreign Tax Office
BFS_ForeignTax@Mail.colostate.edu to complete necessary paperwork.

SECTION 1: PERSONAL INFORMATION

Last Name	First Name	Middle Name
CSU ID or Social Security Number	Department	
Department Contact		Department Contact Phone Number

SECTION 2: STATE OF U.S. CURRENT RESIDENCY

City	State	Zip Code
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SECTION 3: WORK ASSIGNMENT ADDRESS

Street		
City	State	Zip Code
Employee Signature		Date

SECTION 4: Completed by CSU Department Personnel

Department Contact Name	Oracle Work Location
Department Contact Signature	Date
Out-of-State Work Begin Date	Out-of-State End Date



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