

OUT-OF-STATE EMPLOYEE DEPARTMENTAL REPORTING FORM

Please note this form must be completed and signed by the employee's department. This form is used to report employees working permanently outside of Minnesota and should not be used for employees working outside of the United States. This form should not be used for employees temporarily working outside of Minnesota.

SECTION A: EMPLOYEE DATA - Department completes for each employee.					
Employee Name (Last, First, MI):		Employee ID:	Job Code:	Empl Rcd#:	Full/Part:
Home Address (Number, Street):		City, State, Zip Code			
SECTION B: DEPARTMENT AND WORK STATE INFORMATION - Department completes general information about the employment begin/end dates and business address					
Department Name:		Department Contact:		Phone Number:	
Work State:	Project:	Begin Date:	End Date:	Total Projected Income:	
Address Where Work is being Done:		City, State, Zip code			
SECTION C: COMPLETE IF EMPLOYEE(S) RETURNS TO MINNESOTA TO WORK - Complete this section when the employee returns to work in Minnesota					
Employee Name (Last, First, MI):		Employee ID:	Date Returning to MN		
SECTION D: DEPARTMENT SIGNATURE AND DATE - Add additional comments if necessary.					
Additional Comments:					
Signature:			Date:		

This form assists Payroll Services in determining State reporting for an individual who WORKS in a state other than Minnesota. Employees working outside Minnesota are not taxed in Minnesota but may be subject to state income and tax reporting in their work state. If the University is not registered in their work state, no tax will be withheld until the University is registered. Complete the appropriate sections of the form and submit to Payroll Services.

Email the completed form to Payroll Services at payforms@umn.edu