



Working Outside the State of Ohio

Employee Name:

Employee ID:

Does OSU own/lease a facility at this location? Yes

No

Is the address your home address? Yes

No

Beginning Date of Employment Outside of Ohio:

Anticipated Length of Employment at this Location:

Employee's State of Residency:

Departmental Human Resource Professional Signature:

Date:

*Attach State Withholding Form for the work location state (when applicable)

*Attach State Withholding Form for Resident State (other than Ohio when applicable)

For State withholding forms <http://www.taxadmin.org/fta/link/default.php?lnk=2>

For additional information contact Payroll Tax Office at taxoffice@osu.edu or 292-2311

Return completed forms to: Payroll Tax Office, 901 Woody Hayes Drive, Blankenship Hall 2nd Floor, Columbus, OH 43210 or fax to 614-688-3640

Other steps needed by the department as follows:

The job location code would need to be changed to the default code for the State location where the employee is working.

Business address should be the location where the employee is working.