

# 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 the location where your work is completed (home address, remote office, etc.).
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 [Applications and Administrative Resources](#) portal. Please contact the Human Resources 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](mailto:BFS_ForeignTax@Mail.colostate.edu) to complete necessary paperwork.

## **SECTION 1: PERSONAL INFORMATION**

Last Name	First Name	Middle Name
CSU ID	Department	
Department Contact		Department Contact Phone Number

## **SECTION 2: STATE OF U.S. CURRENT RESIDENCY**

City	State	Zip Code
------	-------	----------

## **SECTION 3: WORK ASSIGNMENT ADDRESS (where the employee is performing work)**

Street		
City	State	Zip Code
Employee Signature		Date

## **SECTION 4: Completed by your department's HR Partner**

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



**HUMAN RESOURCES**  
COLORADO STATE UNIVERSITY

555 S. Howes Street, 2<sup>nd</sup> Floor | Campus Delivery 6004  
Fort Collins, CO 80523-6004  
P: 970-491-6947 | [hr.colostate.edu](http://hr.colostate.edu)