OUT-OF-STATE REMOTE WORKER PAYROLL TAX TEMPLATE

Payroll & Tax Allocation Log

EMPLOYEE & EMPLOYER INFORMATION			
Employee Name:		**Employer Name:**	
Employee ID:		**Federal EIN:**	
Job Title:		**Pay Period Start:**	
Department:		**Pay Period End:**	

TAX JURISDICTION SETUP			
Resident State (Home):		**Resident State Tax ID:**	
Work State (Remote Site):		**Work State Tax ID:**	
Local Jurisdiction (if any):		**Local Tax ID:**	

TIME ALLOCATION BREAKDOWN			
Jurisdiction	**Days Worked in Period**	**Hours Worked in Period**	**Allocation Percentage (%)**
Resident State:			
Work State (Non-Resident):			
Other / Travel:			
Total:			

WAGE & TAX ALLOCATION CALCULATION			
Tax Component	**Total Gross Amount**	**Allocation %**	**Allocated Amount**
Gross Pay (Subject to State Tax Allocation)			
Resident State Income Tax Withholding			
Work State Income Tax Withholding			
Resident State SUTA / SDI			
Work State SUTA / SDI			
Local Income Tax Withholding			

Employee Signature

Payroll Administrator / Authorized Representative Signature

Date: _____
Date: _____