REMOTE WORKFORCE PAYROLL TAX ALLOCATION WORKSHEET

Multi-State & Locality Wage Apportionment

EMPLOYEE NAME:
PAY PERIOD START:
EMPLOYEE ID:
PAY PERIOD END:
PRIMARY RESIDENCE STATE:
PAYMENT DATE:
JOB TITLE / DEPARTMENT:
TOTAL GROSS WAGES:

STATE AND LOCAL TAX ALLOCATION BREAKDOWN

STATE / LOCALITY	ALLOCATION %	ALLOCATED HOURS	ALLOCATED GROSS WAGES	SIT TAXABLE WAGES	SUI TAXABLE WAGES	LOCAL TAXABLE WAGES	LOCAL TAX WITHHELD
TOTALS							

WORKPLACE/TELECOMMUTING DETAILS

DAYS WORKED AT HOME:
DAYS WORKED IN OFFICE:
HOME OFFICE ADDRESS:
ASSIGNED EMPLOYER OFFICE:

Employee Signature Date

Payroll Administrator Signature Date

This document serves as the basis for employer withholding and payroll tax reporting across jurisdictions. All allocations must be supported by accurate time-tracking records and comply with federal, state, and local taxation laws.