TELECOMMUTER PAYROLL TAX ALLOCATION & TRACKING

Remote Employee State & Local Tax Apportionment Document

Employee Details

Employee Name

Employee ID

Resident State

Job Title

Allocation Period & Company Info

Company Name

Tax Year / Quarter

Primary Work Location

Secondary Work Location

State-by-State Allocation Percentages

JURISDICTION (STATE / LOCAL)	WORK DAYS IN PERIOD	ALLOCATION %	ALLOCATED GROSS WAGES	NOTES / TAX ID REFERENCE
Total				

Daily Remote Work Location Log (Monthly Summary)

MONTH	DAYS WORKED (HOME STATE)	DAYS WORKED (OFFICE STATE)	TRAVEL / OTHER DAYS	SICK / VACATION / HOLIDAY	TOTAL DAYS IN MONTH
Total					

Employee Signature

Date: _____

Payroll Manager Authorization Signature

Date: _____

Disclaimer: Tax allocation parameters are determined based on prevailing Nexus and Convenience of the Employer rules. It is the responsibility of the employee and employer to update this log regularly to maintain compliant state and local withholding procedures.