MULTI-STATE REMOTE WORKER PAYROLL TAX ALLOCATION SHEET

Payroll Department Record

EMPLOYEE & PERIOD INFORMATION

Employee Name:		**Employee ID:**	
Primary Residence State:		**Tax Year:**	
Home Address:		**Pay Period Range:**	

STATE TAX ALLOCATION PERCENTAGES

State of Work Location	Resident / Non-Res	Allocation %	Allocated Gross Wages	SIT Withholding Amount
Total:				

ACTUAL DAYS WORKED PER JURISDICTION (IF APPLICABLE)

Quarter / Month	Days Worked (State 1:)	Days Worked (State 2:)	Days Worked (State 3:)	Total Work Days
Q1				
Q2				
Q3				
Q4				
Annual Total:				

EMPLOYER / PAYROLL OFFICE USE ONLY

State Entity Registration	State ER Account ID	SUI / UI Tax Rate	Reciprocity Check

Instructions & Acknowledgement: Allocation percentages should be determined based on the actual physical location where services are performed. Multi-state withholding is subject to individual state laws, reciprocal agreements, and physical presence rules. It is the employee's responsibility to notify Payroll of any changes in residential address or work location split within 10 days of the change.

Employee Signature

Date:

Payroll Administrator Approval

Date: