This Job Aid supports information learned in: Video EMP111

Employees who work outside of the U.S., whether U.S. citizens or not, and relocate to the United States are required to submit an updated Out-of-State Income Tax Withholding form. This will cancel their international tax status and set up a new tax status for the U.S. state from where they will be working.

All employees who work outside of the U.S., whether U.S. citizens or not, are required to complete a Foreign Source Income Statement form, upload and attach it to the Out-of-State Income Tax Withholding form and then complete and submit that form. This sets the proper tax status and situation with UCPath. International hires who are not US citizens, do not reside in the US and who perform their work activities in another county, are not subject to FICA or any other US tax. They are, however, responsible for reporting income per their country's tax laws.

Non-Resident Alien (NRA) employees must update GLACIER.

- Update or make changes to an existing Out-of-State Tax Withholdings eForm
- Submit the Foreign Source Income Statement form
- Withdraw (or cancel) your existing tax withholdings eForm

Navigation:

Menu > Income & Taxes > Forms > **Out-of-State Income Tax Withholdings**

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Home Personal Information Income & Taxes	Benefits & Retirement Accrua	ls & Leaves Help		
Income & Taxes	Payroll Information	Payroll Resources	Forms	Tax Statements
your income & tax information	Paychecks	Expedited Pay Through Pay Card	Pay Card Consent	Federal Withholding (W-4)
	Direct Deposit	Employee Calendars	Wage Payment Consent	CA State W-4 (DE-4)
View Overview	Verification of Employment	Salary Overpayment Portal	Foreign Source Income Detail	Out-of-State Tax eForm
	View Pay Record Via AYSO			Online 1095-C Consent
				View Online 1095-C
				View Online W-2/W-2c
				Enroll to receive W-2/W-2c

Completing the eForm

UCPath displays the **Form Information Page**. Take a moment to review the information on this page and then select **Submit** to start your eForm.

← Home Personal Information	on Income & Taxes Benefits & Retirement Accruals & Leaves Help
Tax Withholding eForm Hub	
Form Information Page	Welcome to the Out-of-State Tax eForm Hub
Submit Update View	Here you can submit, update or view your Out-of-State Tax eForms When Should I Use the Out-of-State Tax Withholding eForm? Use this eForm if you live and/or work outside of California and need to: • Request state tax withholding for a different state • Update an existing out-of-state tax election • Correct information related to your tax residency If you need your paycheck to reflect out-of-state tax withholding, you're in the right place!
	Before Submitting an eForm Review your home address in UCPath to make sure it correctly reflects your current state of residence Go to UCPath > Personal Information > Personal Summary > Addresses Review your current tax setup in UCPath > Income and Taxes If your tax status needs correction, submit your Cut-Grate Tax Withholding eForm here
	What You Can Do Here Submits new Out-of State Tax Withholding request Update a request you've already submitted Vew the status of your request
	Helpful Tip Depending on the state, you may need to complete additional tax forms. UCPath will notify you if we need additional documents after submission. Processing Time
	UCPath reflects most updates within one or two payroll cycles.

Submit, Update, or View: Tax Withholding eForm Hub

Make your selection to submit a new eForm, update or withdraw an existing, or view an existing eForm.

Enter your information into the **search criteria** fields.

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← Home Personal Information	Income & Taxes	Benefits & Retirement	Accruals & Leaves	Help	
Tax Withholding eForm Hub					
Form Information Page Submit Update View	Search by: Empl ID Empl Record Name Department	Begins With • is Equal To • Begins With • Begins With •			
п	Search Clear	Save Search			

Employee Information (read-only)

The top section of this eForm is read-only, whether you're submitting it for the first time or updating it.

← Home Personal Inform	nation Income & Taxes	Benefits & Retirement	Accruals & Leaves	Help				
ax Withholding eForm Hu	b							
Out-of-State Income	Tax Withholding : Withh	olding Information					Form ID 32545	57 (N
This form determines the tax withhold	ng for an employee who works and	l lives in a state other than California	. Employees are categorized a	s one of the following:				
California tax residents – subjer	t to tax withholding on their worldw	ride income regardless of where the	work is performed.					
California tax residents – not su	bject to tax withholding under the o	conditions set forth under the Service	a Member Civil Relief Act, as an	nended by the <i>Military</i> S	ouses Residencj	r Relief Act.		
California non-residents who we	ork in California subject to tax wit	hholding on their portion of income t	hat is earned in the State of Ca	lifornia.				
 Non-residents working and living 	g outside California – not subject to	o California tax withholding. They may	ay be subject to state income ta	ix withholding in the stat	in which they ar	e working.		
 Non-residents working and livin Please Note: An asterisk (*) next to a 	g outside California – not subject to field name indicates a required field	a California tax withholding. They m d.	ay be subject to state income ta	ix withholding in the stat	in which they ar	e working.		
Non-residents working and livin Please Note: An asterisk (*) next to a	g outside California – not subject to field name indicates a required field	ə California tax withholding. They m d.	ay be subject to state income ta	ux withholding in the stat	in which they ar	e working.		
Non-residents working and livin Please Note: An asterisk (*) next to a	g outside California – not subject to	o Galifornia tax withholding. They m	ay be subject to state income ta	ux withholding in the stat	in which they ar	e working.		
Non-residents working and livin Please Note: An asterisk (*) next to a Employee Information	g outside California – not subject to	o California tax withholding. They m	ay be subject to state income ta	x withholding in the stat	in which they ar	e working.		
Non-residents working and livin Please Note: An asterisk (*) next to a Employee Information	g outside California – not subject to	e California tax withholding. They m	ay be subject to state income ta	x withholding in the stat	in which they ar	e working.		
Non-residents working and livin Please Note: An asterisk (*) next to a Employee Information Empl ID:	g outbilde California – not subject to field name indicates a required fiel 10004983	s California tax withholding. They m	ay be subject to state income to	x withholding in the stat	in which they ar	a working.		

Home Address

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Review the auto-populated information. If you wish to update your address and state of residence, click the **Override**

Address togale button		Q LVD-Max LVD-Song Ask UCPath Sign out
Note: The State of	← Home Personal Information Income & Taxes Benefits & Retirement Accruais & Tax Withholding eForm Hub	& Leaves Help
Residence field requires you	Home Address	
to click on the search icon $^{\mathbb{Q}_{\!$	Check the "Override Address" checkbox to be able to edit the "Home Address" fields. Check the "Millary Spouse (MSRRA)" checkbox will not Update Address Information In UCPath "** Changing Address Information Below will not Update Address Information In UCPath "** Military Spouse (MSRRA) Address Line 1: 300 Lakeside Dr City: Cakland Postal Code: 94612 Type of Request: Request New -s 10 Employee Contact Information	Override Address
Add or upo telephone email (requ	Home Telephone date your (optional) and uired) here	*Preferred Email UCPATH Tester@university

Non-Resident of California

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If you put any state other than California in the previous section in the State of Residence field, then this new section will appear.

This section appears if you identified a state outside of California in the previous section. If you are completing this for the first time, note that all fields are required. There are two toggle buttons that you may use if they apply to you: **End Date Unknown/TBD** and **Additional State Withholding**.

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←	Home	Personal Information	Income & Taxes	Benefits & Retirement	Accruals & Leaves	Help					
Tax W	/ithholo	ling eForm Hub									
Non	-Resider	nt of California								4	
Use ti and s indefi	his section tate listed nite.	if you are a non-resident of the St below. Use the Start Date to indica	ate of California, have clain ate the day you started earr	ned exemption from California inco ing compensation at that location	ome tax withholding on your U and the End Date for when yo	C W-4/DE 4 ou expect it t	forms and	re earning compensation, v e End Date Unknown/TBE	vhile working in the ci I checkbox if the assig	ty, county Inment is	
		*Start Date:	Ē		*End	Date:		Ē			
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		*City:			*Co	ounty:					
		*State:	Q		Additional Withhol	State ding?					
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- Note: The End Date field will disappear if you toggle on the End Date Unknown/TBD button.
- Important: If you reside outside of the United States, use the search icon as depicted above under the State of Resident field to find Foreign Country (FC). Then use the County field in the Non-Resident of California section to list your country.

File Attachments

Current tax withholding requirements and forms for states with income taxes can be accessed via the hyperlink shown below, titled **State Tax Forms**. Select the appropriate form(s) if this applies to your situation.

This is also where you can upload your Foreign Source Income Form, if applicable.

Note: States require formal notification for income tax obligations through the completion of State Tax Forms. Be sure to read and follow all instructions carefully. If uploading more than one attachment, use the **Description** field to identify it as **State 1**, unless you are residing in multiple states.

- If you are downloading a State Tax Form, then select the form from the hyperlink below the list of states.
- 2. Complete the form on your own.
- Upload the form to the attachments by selecting the Add button.

Tax Withholding eForm Hub				
File Attachments				
Unless you are claiming Out-of-State taxes	in one of the following	states, you must attach	a State Tax Form:	
• AK				
• FL • NV				
• NH				
• SD • TN				
• TX				
• WA				
You can find the list of State Tax Forms here.				
If you work in a state that has a reciprocal state which you work. Click here to see which states	of which you are a reside have reciprocal agreeme	nt, you can be considered nts and to access the agre	d for exemption. With a reciprocal agreement exemption, no withholding will be ta eement documents.	aken out of your paycheck for the state in
				1 row
Attachment Uploaded	View	Description 1	File Name †↓	Replace
1 📀	View	State 1 Tax Form	Self_Service_Employee_Actions_V0.81.docx	Replace
Add				

Form Action Items:

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Acknowledgement, Comments (if applicable), and Submit

This eForm cannot be submitted without the Acknowledgement. Add Comments if applicable, and then select the Submit button to complete the application.

AC	knowledgemer	it
		I understand that I must submit a new UCPath Center Out-of-State Income Tax Withholding Form when my assignment in the state listed above ends.
		I certify to the best of my knowledge that the above information is true, correct and complete.
_		
Cor	nments	

Withdraw or Update a Tax Withholding eForm

If you have previously submitted an Out-of-State Tax Withholding eForm and you now wish to cancel it, please follow these steps:

Follow the same navigation as instructed on page 1 of this job aid, Open your existing eForm from the search window: Menu > Income & Taxes > Forms > **Out-of-State Income Tax Withholdings**

- Once on the **Tax Withholding eForm Hub**, select either **Update** or **View** and enter your search criteria.
- If you want to cancel your tax withholding, then scroll to the bottom of the eForm and select the button to **Withdraw** button.

• If you want to make changes to your existing eForm, then make your desired changes and **Submit**.

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Form Page										
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> Comments										
Withdraw Resubmit		•								