

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.

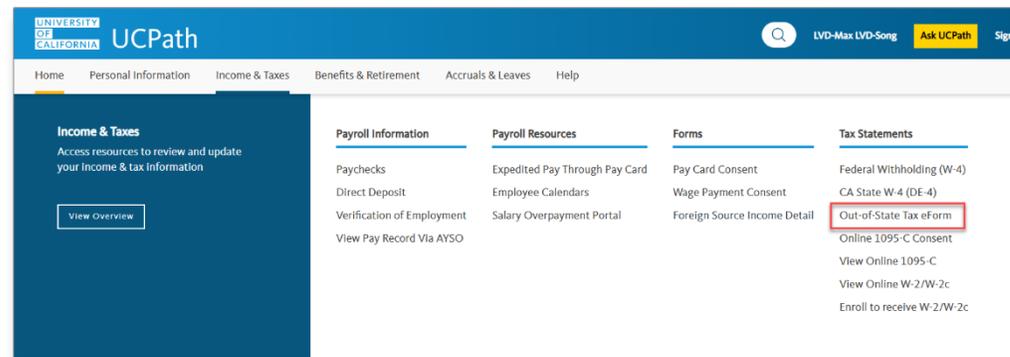
All employees who work outside of the U.S., whether U.S. citizens or not, are required to complete a Foreign Source Income Statement form, upload and attach it to the Out-of-State Income Tax Withholding form and then complete and submit that form. This sets the proper tax status and situation with UCPath. 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

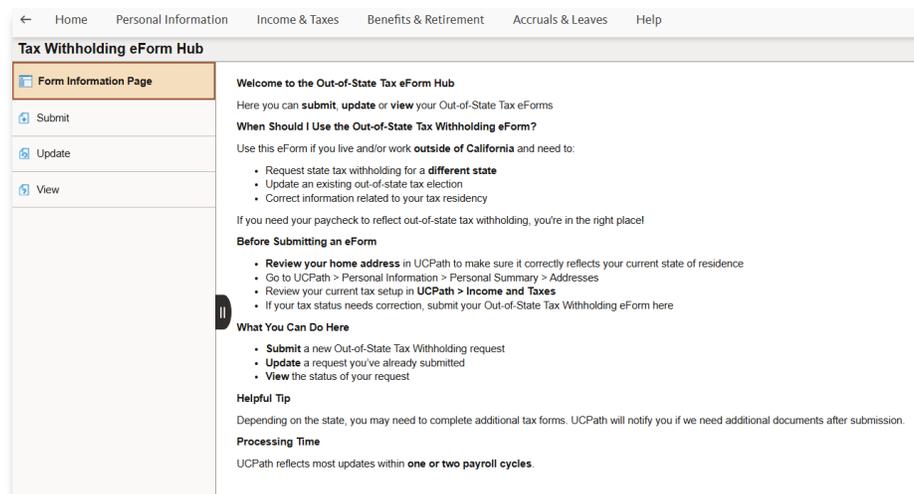
Navigation:

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



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.



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.

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 Address

- Review the auto-populated information. If you wish to update your address and state of residence, click the **Override Address** toggle button.
- Note:** The **State of Residence** field requires you to click on the search icon  to find your state.

Add or update your telephone (optional) and email (required) here

Non-Resident of California

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**.

The screenshot shows the UCPath interface for the 'Non-Resident of California' section. The header includes the University of California logo, the UCPath name, a search icon, the user name 'LVD-Max LVD-Song', and buttons for 'Ask UCPath' and 'Sign out'. A navigation bar contains links for Home, Personal Information, Income & Taxes, Benefits & Retirement, Accruals & Leaves, and Help. The main content area is titled 'Tax Withholding eForm Hub' and 'Non-Resident of California'. It includes a descriptive paragraph and several input fields: '*Start Date' (calendar icon), '*End Date' (calendar icon), 'End Date Unknown/TBD' (checkbox), '*City' (text input), '*County' (text input), '*State' (text input with search icon), and 'Additional State Withholding?' (checkbox).

- 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.

1. 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.
3. 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
- WY

You can find the list of State Tax Forms [here](#).

If you work in a state that has a reciprocal state of which you are a resident, you can be considered for exemption. With a reciprocal agreement exemption, no withholding will be taken out of your paycheck for the state in which you work. [Click here](#) to see which states have reciprocal agreements and to access the agreement documents.

Attachment Uploaded	View	Description ↑	File Name ↑	Replace
1 <input checked="" type="checkbox"/>	View	State 1 Tax Form	Self_Service_Employee_Actions_V0 81 docx	Replace

[Add](#)

Form Action Items:

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.

Form Action Items

Acknowledgement 2 rows

1 <input checked="" type="checkbox"/>	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.
2 <input checked="" type="checkbox"/>	I certify to the best of my knowledge that the above information is true, correct and complete.

Comments

[Save](#) [Submit](#)

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**.

The screenshot displays the UCPath interface for the Out-of-State Tax Withholdings eForm. At the top, the navigation bar includes the University of California logo, the UCPath name, a search icon, the user name 'Jerome Mcnell', a yellow 'Ask UCPath' button, and a 'Sign out' link. Below the navigation bar is a breadcrumb trail: Home > Personal Information > Income & Taxes > Benefits & Retirement > Accruals & Leaves > Manager Hub > Help.

The main content area is titled 'Form Page' and contains a table with five rows. Each row has a blue square on the left, a blue button with a minus sign, a text field, another blue button with a minus sign, and a blue button with a plus sign. Below the table is an 'Add' button.

Underneath the table is the 'Form Action Items' section, which includes an 'Acknowledgement' section with two rows, each having a blue square and a text field.

At the bottom of the form is the 'Comments' section, which contains two buttons: 'Withdraw' and 'Resubmit'. The 'Resubmit' button is highlighted with a red box, and a red arrow points to it from the left.