Use this task to update your out-of-state income tax withholding in UCPath.

**Dashboard Navigation:**
Forms Library > Access Forms > Payroll > Out-Of-State Income Tax Withholding

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Out-Of-State Income Tax Withholding link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Click the Search link.

If you live in the U.S. **but outside of California**, update your out-of-state income tax withholding with this form.

4. | Click the scroll bar.
### Step 5
Review the defaulted **Home Address** information. Change if needed for tax purposes.

**Note:** Changing Address Information here will not update any other address information in UCPath.

### Step 6
For this example, change your Home Address.

Click the **Override Address** slider to open the fields for update.

### Step 7
Update your address.

Click in the **Address Line 1** field.

300 Lakeside Dr

### Step 8
For this example, enter **123 Oak Street**.

### Step 9
If applicable, enter apartment or suite number in the **Address Line 2** field.

The default value will be replaced with blanks if not changed.

For this example, do not enter a value.
<table>
<thead>
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<tbody>
<tr>
<td>10.</td>
<td>Update your city. Click in the City field. <strong>Oakland</strong></td>
</tr>
<tr>
<td>11.</td>
<td>For this example, enter <strong>Phoenix</strong>.</td>
</tr>
<tr>
<td>12.</td>
<td>Update your state. Click in the State field. <strong>CA</strong></td>
</tr>
<tr>
<td>13.</td>
<td>Enter or look up your state. For this example, enter <strong>AZ</strong>.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter postal code. Click in the Postal Code field.</td>
</tr>
<tr>
<td>15.</td>
<td>For this example, enter <strong>85003</strong>.</td>
</tr>
<tr>
<td>16.</td>
<td>The state in which you reside must be entered here. Click in the State of Residence field.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the lookup button of the State of Residence field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>18.</td>
<td>Click in the <strong>begins with</strong> field.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the desired information into the <strong>begins with</strong> field. For this example, enter <strong>AZ</strong>.</td>
</tr>
</tbody>
</table>

**Step Action**

20. Click the **Search** button.

21. Click the **Select** link in the **Select Row** column.
### Step 22
**Action:**
Click the scroll bar.

### Step 23
**Action:**
- Update **Employee Contact Information** if needed.
- For this example, accept the defaults.
<table>
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<tbody>
<tr>
<td>24.</td>
<td>Enter your non-California income tax address in the <strong>Non-Resident of California</strong> section. <strong>Review all instructions carefully and completely before taking action.</strong></td>
</tr>
</tbody>
</table>
| 25.  | Enter a starting date.  
Click in the **Start Date** field.  
**MM/DD/YYYY** |
| 26.  | Enter the desired information into the **Start Date** field.  
For this example, type **07/06/2020**. |
| 27.  | If an ending date is known, enter it in the **End Date** field.  
If unknown, click **End Date Unknown/TBD**.  
For this example, click the **End Date Unknown/TBD** slider. |
| 28.  | Enter the city.  
Click in the **City** field. |
| 29.  | Enter the desired information into the **City** field.  
For this example, enter **Phoenix**. |
### Step 30.
If county taxes apply, enter the county.

Click in the **County** field.

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<tr>
<td>30.</td>
<td>If county taxes apply, enter the county.</td>
</tr>
<tr>
<td></td>
<td>Click in the <strong>County</strong> field.</td>
</tr>
</tbody>
</table>

### Step 31.
Enter the desired information into the **County** field.

For this example, enter **Maricopa**.

### Step 32.
Enter the state using the **State** field.

Click the **Look Up State** button.

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<tbody>
<tr>
<td>32.</td>
<td>Enter the desired information into the <strong>County</strong> field.</td>
</tr>
<tr>
<td></td>
<td>For this example, enter <strong>Maricopa</strong>.</td>
</tr>
<tr>
<td></td>
<td>Enter the state using the <strong>State</strong> field.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Look Up State</strong> button.</td>
</tr>
</tbody>
</table>

### Step 33.
Click in the **begins with** field.

### Step 34.
Enter the desired information into the **begins with** field.

For this example, enter **AZ**.
Step 35. Click the Search button.

Step 36. Click the Select link in the Select Row column.

Step 37. Click the scroll bar.
**Step 38.**
Use the **File Attachments** section to determine U.S. state income tax requirements and to download and fill out required tax forms.

Review all instructions carefully and completely before taking any action.

**Step 39.**
States require notification for income tax obligations via state tax forms.

Current tax withholding requirements and forms for states with income taxes can be accessed here; choose as appropriate.

Carefully read and follow all instructions.
UCPath Task:
Update My Out-Of-State Income Tax Withholding

Step | Action
--- | ---
40. | Current information on states with reciprocal agreements are found here.

Carefully read and follow all instructions.
<table>
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<tr>
<td>41.</td>
<td>Upload completed and signed state income tax forms and relevant documents one at a time or scan multiple documents together and load them as one. Upload completed state income tax withholding forms only; do not upload year-end tax returns or documentation showing residence. Click the <strong>Upload</strong> button.</td>
</tr>
<tr>
<td>42.</td>
<td>Click the <strong>Upload File</strong> button.</td>
</tr>
</tbody>
</table>
**Step** | **Action**
--- | ---
43. | Find the applicable tax form.
 | Click the appropriate file.
 | ![FORMS_WITHHOLDING_2020_A-4_f.pdf]
44. | Click the **Open** button.
 | ![Open button](Open)
Step | Action
--- | ---
45. | Click the **Upload** button.
46. | Click the scroll bar.

### UCPath Task:
**Update My Out-Of-State Income Tax Withholding**

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<td>47.</td>
<td>Completion of the <strong>Form Action Items</strong> section is required before form submission.</td>
</tr>
</tbody>
</table>
| 48. | Review and complete the first **Action Item** and then acknowledge completion.  
Click the **Acknowledgement** slider. |
| 49. | Review and complete the next **Action Item** and then acknowledge completion.  
Click the **Acknowledgement** slider. |
| 50. | Review and complete the next **Action Item** and then acknowledge completion.  
Click the **Acknowledgement** slider. |
### Step 51
**Action**
Enter text in the **Comments** field if needed.

For this example, leave the field blank.

### Step 52
**Action**
After completing all applicable fields in all the sections, **submit the form for processing**.

Click the **Submit** button.
### Step 53
Click the **Yes** button.

### Step 54
Your submission was successfully submitted to the approval process.
### Step 55

You have submitted your out-of-state income tax withholding request in UCPath. **End of Procedure.**

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</thead>
<tbody>
<tr>
<td>55.</td>
<td>You have submitted your out-of-state income tax withholding request in UCPath. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>