

Out of State Employee Report

Complete this document if you answer no to **both** questions below.

Is this employee a Student or Graduate Student of MSU?

Is this employee a Resident of Montana?

This document is to be completed by departments when a **new employee** is hired who is not a Montana resident and will be performing their work outside of Montana. (This could be their state or another state or a foreign country.) This form must also be completed if a **current employee** changes residency status from Montana to another state and performs their work outside of Montana.

Submit this form to Human Resources with new hire paperwork or as soon as the employee's residency status and/or work location changes.

This reporting is required for adequate workers compensation coverage of the employee in case of injury, and compliance with state and federal statutes.

Employee Name: _____

Employee ID: _____

State the employee is resident of: _____

Address of employee's out of state work site:

Street _____

City, State, Zip _____

Is this employee a non-resident alien? _____

MSU Department: _____

Department contact & phone number: _____

Is this employee working out of state temporarily or permanently? _____

If temporarily out of state, how long? _____

Describe the nature of the work being done out of state.

Additional Comments:

Is this employee working in Montana at any time during his employment? _____

If you answer '**yes**' to this question, the employee will be required to pay Montana state withholding taxes.

If you answer '**no**' to this question, the employee may submit a W-4 requesting to be '**Exempt**' from **Montana state withholding**. Indicate '**State Only**' at the top of the W-4 form.

Send to Human Resources 19 Montana Hall Box 172520

You may email walker@montana.edu or contact your payroll technician with any questions