

Carnegie Mellon University

Finance Division

Foreign Assignee State Withholding Adjustment Form (Pennsylvania Only)

Purpose of this Form: To be completed by a US expatriate on a foreign assignment at a Carnegie Mellon University campus. This form will validate the appropriate state tax withholdings to be deducted from your paycheck. You should seek advice from your tax consultant and ensure your address in Workday correctly reflects your tax residency before you complete this form.

Note: If you are not a Pennsylvania resident, please use the appropriate state withholding form. State tax withholdings should be reviewed annually as well as when you return to the US from your foreign assignment. A new form must be submitted at the beginning of the calendar year (January 1) or upon repatriation into the US.

Last Name: _____ First Name: _____ Middle Initial: _____
US Address: _____ Phone Number: _____
City: _____ State: _____ Zip Code: _____ Andrew Email: _____
Campus Location: _____ Last 4 of SSN: _____

Are you breaking residency with the state you previously/currently reside in? _____

To verify that you are breaking tax residency, consult with your tax consultant and attach documentation to verify your state residency has been terminated.

Are you designating a flat amount to be withheld for the state of Pennsylvania?: _____

If yes, what amount would you like withheld? _____

For states not listed, CMU does not withhold taxes. Please speak with your tax consultant to determine if you need to remit estimated tax payments for the state you live in.

Are you designating a flat amount to be withheld for your resident locality (if applicable and in Workday)??: _____

If yes, what amount would you like withheld? _____

Name _____ Signature _____ Date _____

CMUWorks Service Center Use

PR Review: _____
Received: _____ Entered: _____
Applicable Calendar Year: _____

Submit completed form to
HR Service Center
at hr-help@andrew.cmu.edu.