

**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: \_\_\_\_\_  
\_\_\_\_\_ Andrew Email: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_  
Campus Location: \_\_\_\_\_

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](mailto:hr-help@andrew.cmu.edu).