**Employees Working Outside Tennessee Questionnaire**

Should be completed by Supervisor or someone in the department. This is to inform payroll of anyone working outside of TN; to override payroll tax defaults and manually set up the correct state tax data. Any late notification could result in manual adjustments and possible state penalties.

Employee Information:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Employee ID: | |  | |
| State(s) employee is working: | |  | | Percentage worked in each state: | | |  |
| Does employee live in same state? | | |  | Has AWA been completed? | | |  |
| Does employee live in TN and commute to state listed above? | | | | |  | | |

Work Location Information:

|  |  |  |
| --- | --- | --- |
| Address of work location (including county) | | |
|  | | |
| Number of employees at this work location? |  | |
| Is VUMC renting space in this work location? | |  |

Job Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Date in the state: |  | | | End Date: |  |
| Is this work being funded by a Federal Grant? | | |  | | |
| Is this work being funded by a State Grant? | |  | | | |
| Briefly describe the nature of work being performed. | | | | | |

Preparer Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | |  | | |
| Department: | | |  | |
| Phone Number: | | | |  |
| Email: |  | | | |

Recipient Information:

|  |  |
| --- | --- |
| Name: Emily Crawford | Name: Stephanie Moss |
| Department: VUMC Finance-Tax Reporting | Department: VUMC Payroll |
| Phone Number: 615.936.6823 | Phone Number: 615.875.9660 |
| Email: emily.crawford@vumc.org | Email: stephanie.j.moss@vumc.org |

*Please submit questionnaire 4 weeks prior to employee working in another state to allow necessary state paperwork to be processed.*

|  |  |  |  |
| --- | --- | --- | --- |
| HR Processing Use Only | | | |
| EE address updated in PSOFT |  | Updated Tax Location (Job Data) |  |
| EE state/local tax set up |  | Added to Access Database |  |
| EE UI tax set up |  | Verify Paycheck taxes |  |
| EE Tax Distribution set up |  |  |  |