

Northern Kentucky University

Remote Work Location

Tax & Percent of Time

Purpose: This form should be used when any portion of an employee's geographical work location has been approved to be **performed off Northern Kentucky University's Highland Heights campus**. This form must be completed for each payroll assignment.

Duration: Employees must submit a new form when their work assignment or percentage of time in a work location has changed.

Work Location(s): Provide a work address for each location where you perform work. When completing this form employees must determine the percentage of time spent in each work assignment location. Percent of time for all locations must equal 100%. Please be aware prior effective dates provided will cause retro which may result in more taxes withheld.

Payroll contact information for tax questions can be found at: <https://inside.nku.edu/hr/payroll/multi-state-tax-forms.html>

Employee Name: _____ Employee ID #: _____ Monthly ☐ Biweekly ☐

Effective Date: _____

Home Address: _____ City: _____ State: _____ Zip

Code: _____ Work Address 1: _____ City: _____

State: _____ Zip Code: _____ Percent of time worked at this location: _____

- In addition, you must **complete a form** for Employee Withholding for your state.
*(Current States: California, Colorado, Maryland, Mississippi, North Carolina, New Jersey, New York, Oklahoma, Pennsylvania, South Carolina, Virginia, Vermont)
- If you live in a reciprocal state of Illinois, Indiana, Michigan, Ohio, West Virginia or Wisconsin and work in Kentucky, you may be eligible to complete form K-4 which will allow exemption from Kentucky. **After electronically signing, return form via email using your NKU email account to: payroll@nku.edu**
- For questions, please contact: payroll@nku.edu

Employee Signature: _____ Date: _____

I declare that to the best of my knowledge this is a true, correct, and complete document. Additionally, I realize it is my responsibility to notify Payroll Services immediately should my work location or my work percentage(s) change during the calendar year.