

## Departmental State Income Tax (SIT) Verification

**Instructions:** This form is used for State Income Tax reporting purposes by Payroll Services to verify the physical work location of employees that work for Texas A&M University in a state other than Texas.

This form should be completed by the department for all new hires and also for those employees that change their physical work location. An example of this would be an employee that began working in Texas, but then move out of state to continue their work.

For employees that work in a state other than Texas, please complete this form and return to Payroll Services, as noted at the bottom of the form by email.

Employee Name	Employee UIN
Employing Dept. Name	Employee ADLOC
State the employee <u>physically</u> works in:	Date employee starting working in that state for TAMU or any of the TAMU System Parts:

Please review the employee's residence and mailing address in Workday. If no address is listed, please have he/she enter their address in Workday by logging into [Single Sign On \(SSO\)](#).

\_\_\_\_\_  
Department Contact—Print Name

\_\_\_\_\_  
Department Contact—Signature

\_\_\_\_\_  
Date

**Submit Form To:**

Payroll Services  
[payroll@tamuk.edu](mailto:payroll@tamuk.edu)

**Questions:**

[payroll@tamuk.edu](mailto:payroll@tamuk.edu)  
361-593-4208