

This form is required by the HR Payroll/Tax division to assess and apply correct tax jurisdictions for remote work arrangements.

Employee Information

Name:	Employee ID: <i>(7 digits)</i>
Email:	Job Title:
Department:	HR Dept ID: <i>(6 digits)</i>
Supervisor's Name:	Supervisor's Email:

Remote Work Based Outside of the State of Illinois

Start Date of remote work: <i>(MM/DD/YYYY)</i>	Note: The Office of Human Resources cannot make retroactive corrections to an employee's tax records unless there is evidence of prior approval by school or unit leadership and notification to HR.	
Provide the complete address where the <u>work will be performed</u>:		
Street Address:	Apt/Unit:	
City:	State:	ZIP/Postal Code:
Is this also your home address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide Home Address below or update it at myhr.northwestern.edu .)		
Home Street Address:	Apt/Unit:	
City:	State:	ZIP/Postal Code:

Employee Signature

It is the employee's responsibility to be aware of local tax implications resulting from working outside of the State of Illinois. Employees working outside of Illinois may be required to complete a new state tax form, which can be found online at: www.northwestern.edu/hr/essentials/pay-taxes/tax. If the correct form is not submitted, state taxes will be withheld as single with zero allowances. The information provided on this form will remain in effect until HR is notified in writing of any changes. Please allow up to 30 workdays for this request and associated tax changes to be fully processed.

Employee's Signature:	Date:
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Supervisor Approval

To ensure the University's and employee's compliance with tax laws and regulations, approval from school/unit leadership or a supervisor is required *before* any individual is offered an opportunity to work regularly or temporarily outside of Illinois. By signing below, you authorize this remote work and understand it will remain in effect until HR is notified in writing of any changes.

Supervisor's Signature:	Date:
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To Submit: Email this request to askHR@northwestern.edu. Allow up to 30 workdays for this request to be processed. Incomplete forms may increase processing time or may be rejected.