

## **Employee State Income Tax Verification Form Instructions**

Prairie View A&M University (PVAMU) is a registered employer with other states and their local taxing jurisdictions, if applicable. These states and any applicable local taxing entities have unique tax laws, and these laws vary with each state. Some states require PVAMU employees, including student workers who maintain their tax residency for that state, to have state income tax (SIT) and/or local income tax (LIT) withheld even if they perform services outside of that state. Some states also require SIT and/or LIT to be withheld if a PVAMU employee physically works in that state even though they maintain their tax residency in Texas.

Therefore any employee who claims residency in a state other than Texas will have SIT and or LIT deducted even if working in Texas. Any employee who physically works in a state other than Texas will have SIT and/or LIT deducted even if claiming residency in Texas.

For State Income Tax reporting purposes, employees with an out-of-state residence address and/or physically work in a state other than Texas must complete the **Employee State Income Tax Verification Form** along with the **State W-4** form, as noted on the verification form, and return the completed form(s) to [Payroll@pvamu.edu](mailto:Payroll@pvamu.edu) within two days of receipt.

### **Employee Instructions**

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**Employee Name:**

Enter your first and last name

**Employee UIN:**

Enter your University Identification Number

**Campus Location:**

Select the campus where you are employed

**Physical Work Location:**

Enter the city and state of the place where you physically work for PVAMU or any of the PVAMU System Parts

**Date began at physical work location:**

If you work in a state other than Texas, list the date you began working at that location

**Residency Certification:**

Select one of the residency certifications

*First option (Texas resident):* If this option is chosen, no further information is needed. Sign, date, and return the form.

*Second option (Out-of-State resident):* If this option is chosen, complete the remainder of the form.

**Withholding Basis:**

Select one of the withholding basis options

*First withholding option:* Select this option and return your state's W-4 if you are not a resident of the below-listed states. The state W-4s can be found at <http://www.bls.gov/jobs/statetax.htm>.

*Second withholding option:* Select this option if you are a resident of the below-listed states. These states do not have a state withholding allowance form; therefore, your Federal W-4 will be used as your withholding basis.

States that do not have a State W-4 (Select the 2<sup>nd</sup> option above if you are a resident of one of these states)

|          |            |              |                |
|----------|------------|--------------|----------------|
| Colorado | Montana    | North Dakota | Pennsylvania   |
| Delaware | Nebraska   | Oklahoma     | South Carolina |
| Idaho    | New Mexico | Oregon       | Utah           |

**Military Verification:**

Select either 'Yes or No' to verify your military affiliation. Also, complete and sign page 2 if you selected 'Yes' for question #2.

Please make sure we have your correct address. You may review your address and make changes if needed in Single Sign-On (SSO) at <https://sso.tamus.edu>.

IF THERE ARE CHANGES IN YOUR RESIDENCE CITY/STATE, IT IS **YOUR RESPONSIBILITY** TO NOTIFY US OF THESE CHANGES SO THAT WE MAY UPDATE YOUR SIT WITHHOLDING.

**FORMS**

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[Employee State Income Tax Verification Form](#)

[State W-4 \(if applicable\):](#)