

## **Encourage employees to review and update mailing addresses, pay advice and withholdings** <sup>[1]</sup>

August 13, 2019 by [Employee Services](#) <sup>[2]</sup>

To ensure accurate tax withholdings, the University of Colorado withholds state taxes from the state where employees perform their work. State withholding is based on the mailing addresses employees have in the employee portal.

Please share the [Address, Phone Number and Email Change for Active Employees step-by-step guide](#) <sup>[3]</sup> with your employees so they understand how to update their mailing addresses.

### **Information for out-of-state and remote employees**

It is important that out-of-state and remote employees keep their mailing addresses up-to-date, as most states require employees to [fill out a state W-4](#) <sup>[4]</sup> in addition to the federal W-4.

If an employee's mailing address has changed and have not updated their W-4 tax withholdings, their tax withholding deductions will default to their state's minimum requirements, which could result in more taxes withheld.

If you have employees who live outside of Colorado, please remind them to review their pay advice, withholdings and addresses in the [employee portal](#) <sup>[5]</sup>. This will help prevent lost or delayed checks and ensure taxes withheld are accurate. **Note:** International employees should not make changes to their W-4 election without the guidance of an International Tax Specialist.

Additional information and instructions can be found on the [Employee Services' website](#) <sup>[4]</sup>.

[address](#) <sup>[6]</sup>, [Mailing Address](#) <sup>[7]</sup>, [Remote Employees](#) <sup>[8]</sup>, [Personal Information](#) <sup>[9]</sup>, [Employee Portal](#) <sup>[10]</sup>, [pay advice](#) <sup>[11]</sup>, [tax](#) <sup>[12]</sup>, [W-4](#) <sup>[13]</sup>

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