Out-of-state employees must still pay applicable federal and supplemental taxes in each paycheck. Review the Tax and Supplemental Tax webpage [2] to learn more.

State W-4 Forms

All out-of-state employees must fill out a W-4 for the state in which they work and mail or fax it to Employee Services.

Please download your state W-4 form [3] and review your pay stub regularly to ensure accurate withholdings each pay period.

- Pennsylvania residents: There are two forms to fill out for your state.
- Residents of Idaho, Indiana, Maine, Minnesota, North Carolina, Oregon: International employees who are classified as nonresident alien taxpayers are subject to restrictions when completing their state W-4 form. If they have not already, international employees should schedule their required appointment with the International Tax Office [4] to ensure correct withholding.