

All employees who work outside of the U.S., whether U.S. citizens or not, are required to complete a **Foreign Source Income Statement** form, upload and attach it to the **Out-of-State Income Tax Withholding** form and then complete and submit that form. This sets the proper tax status and situation with UCPath.

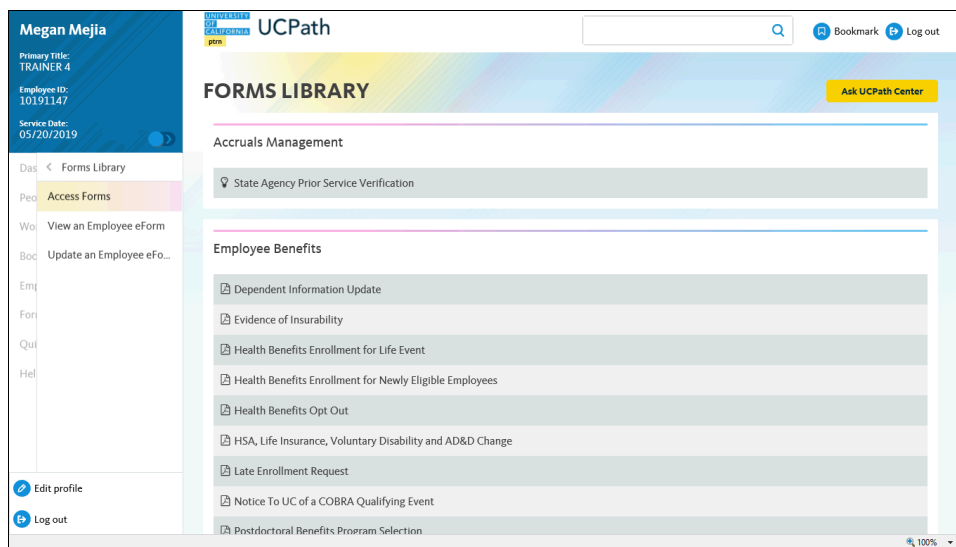
International hires who are not US citizens, do not reside in the US and who perform their work activities in another country, are not subject to FICA or any other US tax. They are, however, responsible for reporting income per their country's tax laws.

Use this task to upload the **Foreign Source Income Statement** form and to complete and submit the **Out-of-State Income Tax Withholding** form.

### Dashboard Navigation:

Forms Library > Access Forms > Payroll > **Out-Of-State Income Tax Withholding**

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.




Step	Action
1.	Navigate to the <b>Out-Of-State Income Tax Withholding</b> form.  Click the scroll bar.

## UCPath Task: Complete the Out-Of-State Income Tax Withholding form

Step	Action
2.	Click the <b>Out-Of-State Income Tax Withholding</b> link.

Step	Action
3.	<p>International hires are non-residents working outside of California and not subject to California tax withholding.</p> <p><b>Review the defaulted form data and update as needed.</b></p> <p>Click the scroll bar.</p>

Step	Action
4.	<p>Update the residence location to <b>Foreign Country</b>.</p> <p>Click the <b>Look Up State of Residence</b> button.</p> 

Step	Action
5.	Click the scroll bar.

**UCPath Task:**  
**Complete the Out-Of-State Income Tax**  
**Withholding form**

Step	Action
6.	Click the FC button.

Step	Action
7.	Click the scroll bar.

Step	Action
8.	<p>Enter a starting date.</p> <p>Click in the <b>Start Date *</b> field.</p> <div></div>

Step	Action
9.	<p>Select the start date.</p> <p>For this example, select <b>June 1 2020</b>.</p> <div>1</div>

**Megan Mejia**  
Primary Title: TRAINER 4  
Employee ID: 10191147  
Service Date: 05/20/2019

**Employee Contact Information**

Home Telephone: 510/987-0457  
Preferred Email: 10191147@ucop-test.edu

**Non-Resident of California**

Use this section if you are a non-resident of the State of California, have claimed exemption from California income tax withholding on your UC W-4/DE 4 forms and are earning compensation, while working in the city, county and state listed below. Use the Start Date to indicate the day you started earning compensation at that location and the End Date for when you expect it to end. Use the End Date Unknown/TBD checkbox if the assignment is indefinite.

Start Date: \* 06/01/2020  
End Date: \*

☐ End Date Unknown/TBD

City: \*  
County: \*

State: \*

☐ Additional State Withholding?

Step	Action
10.	<p>If an ending date is known, enter it. If unknown, click the <b>End Date Unknown/TBD</b> check box.</p> <p>For this example, click the <b>End Date Unknown/TBD</b> check box.</p> <input type="checkbox"/>
11.	<p>Enter your city of residence.</p> <p>Click in the <b>City: *</b> field.</p> <input type="text"/>
12.	<p>Enter the desired information into the <b>City</b> field.</p> <p>For this example, enter <b>Berlin</b>.</p>
13.	<p>Enter your country of residence using the <b>County</b> field.</p> <p>Click in the <b>County:*</b> field.</p> <input type="text"/>
14.	<p>Enter the desired information into the <b>County</b> field.</p> <p>For this example, enter <b>Germany</b>.</p>
15.	<p>Update the residence location using the <b>State</b> field.</p> <p>Click the <b>Look Up State</b> button.</p> <input type="button" value="Look Up State"/>

Step	Action
16.	Click the scroll bar.

Step	Action
17.	Click the FC button.

# UCPath Task: Complete the Out-Of-State Income Tax Withholding form

**Megan Mejia**  
Primary Title: TRAINER 4  
Employee ID: 10191147  
Service Date: 05/20/2019

**Employee Contact Information**

Home Telephone: 510/987-0457  
Preferred Email: 10191147@ucopstest.edu

**Non-Resident of California**

Use this section if you are a non-resident of the State of California, have claimed exemption from California income tax withholding on your UC W-4/DE 4 forms and are earning compensation, while working in the city, county and state listed below. Use the Start Date to indicate the day you started earning compensation at that location and the End Date for when you expect it to end. Use the End Date Unknown/TBD checkbox if the assignment is indefinite.

Start Date: \*  
06/01/2020

☒ End Date Unknown/TBD

City: \*  
Berlin

County: \*  
Germany

State: \*  
FC

☐ Additional State Withholding?

Step	Action
18.	Click the scroll bar.

**Megan Mejia**  
Primary Title: TRAINER 4  
Employee ID: 10191147  
Service Date: 05/20/2019

**File Attachments**

Unless you are claiming Out-of-State taxes in one of the following states, you must attach a State Tax Form:

- AK
- FL
- NV
- NH
- SD
- TN
- TX
- WA
- WY

You can find the list of State Tax Forms [here](#).

If you work in a state that has a reciprocal state of which you are a resident, you can be considered for exemption. With a reciprocal agreement exemption, no withholding will be taken out of your paycheck for the state in which you work. Click [here](#) to see which states have reciprocal agreements and to access the agreement documents.

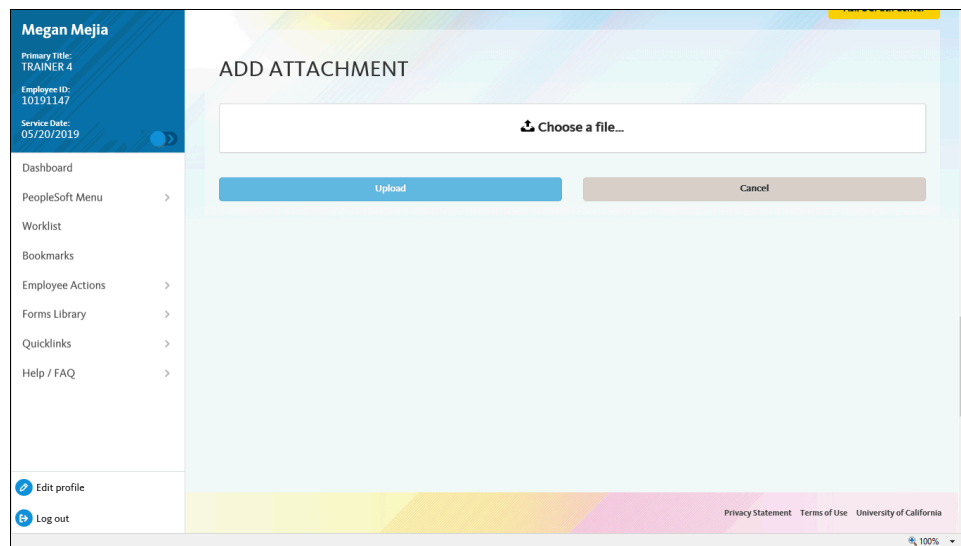
Upload	View	Description	Doc Id	Delete
Upload		Select an Option		Delete

Add File Attachment

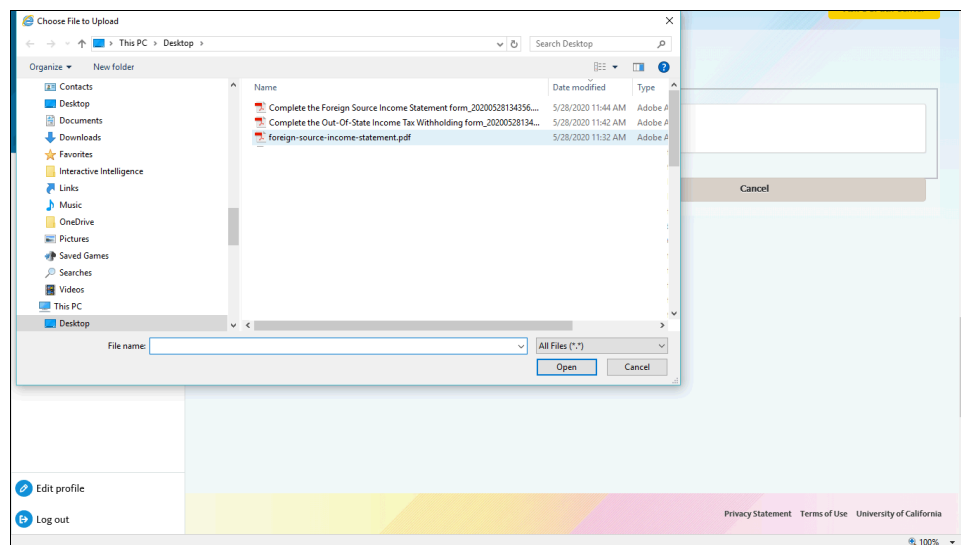
**Action Items**

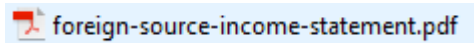
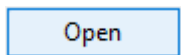
Step	Action
19.	<p>Upload the <b>Foreign Source Income Statement</b> form.</p> <p>Click the <b>Upload</b> button.</p> <p><b>Upload</b></p>






Step	Action
20.	Click the <b>Choose a file...</b> button.



Step	Action
21.	Find the <b>Foreign Source Income Statement</b> form.  Click the appropriate <b>file</b> . 
22.	Click the <b>Open</b> button. 

**UCPath Task:**  
**Complete the Out-Of-State Income Tax**  
**Withholding form**

Step	Action
23.	Click the <b>Upload</b> button.

Step	Action
24.	<p>Select a description.</p> <p>Click on the drop-down icon.</p> 

**Megan Mejia**  
Primary Title: TRAINER 4  
Employee ID: 10191147  
Service Date: 05/20/2019

Dashboard  
PeopleSoft Menu >  
Worklist  
Bookmarks  
Employee Actions >  
Forms Library >  
Quicklinks >  
Help / FAQ >

Edit profile  
Log out

### File Attachments

Unless you are claiming Out-of-State taxes in one of the following states, you must attach a State Tax Form:

- AK
- FL
- NV
- NH
- SD
- TN
- TX
- WA
- WY

You can find the list of State Tax Forms [here](#).

If you work in a state that has a reciprocal state of which you are a resident, you can be considered for exemption. With a reciprocal agreement exemption, no withholding will be taken out of your paycheck for the state in which you work. Click [here](#) to see which states have reciprocal agreements and to access the agreement documents.

Upload	View	Description	Doc Id	Delete
	<a href="#">View</a>	Select an Option State 1 Tax Form State 2 Tax Form State 3 Tax Form	101911472020-05-28-13.35.11	<a href="#">Delete</a>

[Add File Attachment](#)

### Action Items

Step	Action
25.	<p>Upload documents one at a time, or scan multiple documents together and load as one.</p> <p>For this example, upload one attachment. Click the <b>State 1 Tax Form</b> list item.</p> <p><b>State 1 Tax Form</b></p>

**Megan Mejia**  
Primary Title: TRAINER 4  
Employee ID: 10191147  
Service Date: 05/20/2019

Dashboard  
PeopleSoft Menu >  
Worklist  
Bookmarks  
Employee Actions >  
Forms Library >  
Quicklinks >  
Help / FAQ >

Edit profile  
Log out

### File Attachments

Unless you are claiming Out-of-State taxes in one of the following states, you must attach a State Tax Form:

- AK
- FL
- NV
- NH
- SD
- TN
- TX
- WA
- WY

You can find the list of State Tax Forms [here](#).

If you work in a state that has a reciprocal state of which you are a resident, you can be considered for exemption. With a reciprocal agreement exemption, no withholding will be taken out of your paycheck for the state in which you work. Click [here](#) to see which states have reciprocal agreements and to access the agreement documents.

Upload	View	Description	Doc Id	Delete
	<a href="#">View</a>	State 1 Tax Form	101911472020-05-28-14.21.10	<a href="#">Delete</a>

[Add File Attachment](#)

### Action Items

Step	Action
26.	Click the scroll bar.

**UCPath Task:**  
**Complete the Out-Of-State Income Tax**  
**Withholding form**

**Megan Mejia**  
 Primary Title: TRAINER 4  
 Employee ID: 10191147  
 Service Date: 05/20/2019

**Action Items**

	Message Text	Description
<input type="checkbox"/>	Required Acknowledgement	I understand that I must submit a new UCPath Center Out-of-State Income Tax Withholding form when my assignment in the state listed above ends.
<input type="checkbox"/>	Required Acknowledgement	I certify to the best of my knowledge that the above information is true, correct and complete.

**Comments**

Search Submit Save

Edit profile  
Log out

Step	Action
27.	<b>Action Item</b> completion is required before the form is accepted.
28.	Review and complete the first <b>Action Item</b> and then acknowledge completion.  Click the <b>Required Acknowledgement</b> check box. <input type="checkbox"/>
29.	Review and complete the next <b>Action Item</b> and then acknowledge completion.  Click the <b>Required Acknowledgement</b> check box. <input type="checkbox"/>
30.	After completing all applicable fields in all the sections, <b>submit the form for processing.</b>  Click the <b>Submit</b> button.  <b>Submit</b>

Step	Action
31.	Click the Yes button.

Step	Action
32.	<p>You have uploaded the <b>Foreign Source Income Statement</b> form and completed and submitted the <b>Out-of-State Income Tax Withholding</b> form.</p> <p>All international employees, regardless of their citizenship status, who move to the United States are required to submit a new <b>Out-of-State Income Tax Withholding</b> form to cancel international residence and to set up a US state of residence.</p> <p>Non- Resident Alien (NRA) employees must update <b>GLACIER</b> with their date of departure and date of arrival once they return to the United States.</p> <p><b>End of Procedure.</b></p>