**Out of State Employee Report**

**Complete this document only if you answer “No” to both questions below.**

**Is this employee a Student or Graduate Student of MSU?** No

**Is this employee a Resident of Montana?** No

This document is to be completed by departments when a **new employee** is hired who is **not** a Montana resident and will be performing their work outside of Montana (this could be another state or a foreign country). This form must also be completed if a **current employee changes** residency status from Montana to another state and performs their work outside of Montana.

This reporting is required for adequate workers' compensation coverage of the employee in case of injury, and for compliance with state and federal statutes. Submit this form to Human Resources with new hire paperwork or as soon as the employee’s residency status and/or work location changes.

**Employee Name:**

**Employee ID:**

**State the employee is resident of:**

**Address of employee’s out of state work site:**

**Street**

**City, State, Zip**

**Is this employee a non-resident alien?**  Yes or No

**Department:**

**Department contact & phone number**:

**Is this employee working out of state temporarily or permanently?**

**If temporarily out of state, for how long?**

**Describe the nature of the work being done out of state:**

**Additional Comments**:

**Is this employee working more than 30 days in the calendar year in Montana?**

 Yes or No

If you answer **‘yes’** to this question, the employee will be required to pay Montana state withholding taxes.

 If you answer **‘no’** to this question, the employee may submit a W-4 requesting to be **‘Exempt’**

from **Montana state withholding**. Indicate **“Exempt”** at the top of the MT W-4 form <https://mtrevenue.gov/wp-content/uploads/dlm_uploads/2023/12/MW-4.pdf>

Send to Human Resources or contact your payroll technician with any questions: 406-994-3651.

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