

Work location: State or Locality cannot be changed or removed via Employee Self Service.

Working outside Ohio: State tax for the work location is required to be withheld. If you are not working in Ohio a departmental letter with information regarding your work location will be needed. A sample can be found at the following link. (we will need to put a copy of this letter on our website), also the link to the 50 states <http://www.taxadmin.org/fta/link/default.php?lnk=2>

Contact Taxoffice@osu.edu for further assistance.

State Reciprocity: Working in Ohio but claiming permanent residency reciprocity for **Kentucky, Michigan or West Virginia**. Complete the IT-4NR. If you would like a courtesy withhold of your resident state tax, please provide the appropriate state withholding form.

<http://www.taxadmin.org/fta/link/default.php?lnk=2>

Contact Taxoffice@osu.edu for further assistance.

State Reciprocity: Working in Ohio but claiming permanent residency reciprocity for **Indiana or Pennsylvania**. Complete the IT-4-NR and the appropriate state form since your state of residency tax will be withheld. <http://www.taxadmin.org/fta/link/default.php?lnk=2>

Please contact Taxoffice@osu.edu for further assistance.

Work localities: Employees should see a Work Locality listed for each physical location in which they work. These localities cannot be changed or removed via Employee Self Service. If you do not see the correct work localities or if any work localities are missing please contact Taxoffice@osu.edu for assistance.