



Working Outside the United States

Employee Name:

Employee ID:

Does OSU own/lease a facility at this location? Yes

No

Is the address your home address? Yes

No

Beginning Date of Employment Outside of Ohio:

Anticipated Length of Employment at this Location:

Employee's Citizenship:

Foreign National

Nonresident alien

Resident alien for tax purposes

If you are a U.S. Citizen or a Resident Alien: Please refer to IRS Publication 54 and Form 673 at the following link <http://www.irs.gov/uac/Publication-54,-Tax-Guide-for-U.S.-Citizens-and-Resident-Aliens-Abroad-1>

Departmental Human Resource Professional Signature:

Date:

US Citizen *Attach State Withholding Form for Resident State (other than Ohio when applicable)

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

For additional information contact Payroll Tax Office at taxoffice@osu.edu or 292-2311

Return completed forms to: Payroll Tax Office, 901 Woody Hayes Drive, Blankenship Hall 2nd Floor, Columbus, OH 43210 or fax to 614-688-3640

Other steps needed by the department as follows:

The job location code would need to be changed to ZZFR Foreign County Default

Business address should be the location where the employee is working.