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HUMAN RESOURCES

Annual Statement for University Employees Who Work and Live Outside the Commonwealth of Massachusetts

- Part 1 must be signed by University employees who work for the University in states other than Massachusetts and are nonresidents of Massachusetts for all or part of the calendar year.
 - Part 2 must be completed by the employee's department head.
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PART 1: *(to be completed by the employee living and working out of Massachusetts)*

I certify that:

1. I am not a resident of Massachusetts;
2. The employment services I perform for the University of Massachusetts will be performed in a state other than Massachusetts;
3. I will contact the Human Resources Department if my employment location changes and I perform employment services for the University within the Commonwealth of Massachusetts; and
4. I am aware that the University currently does no tax reporting or withholding in my home state, that my compensation might be taxable in my home state, and that I might be required to pay estimated taxes in my home state.

{Printed Name} {Signature} {Date}

PART 2: *(to be completed by the employee's department head)*

I certify that this employee has been approved to perform all employment services outside the Commonwealth of Massachusetts and that the University does not provide the employee a place to work within the Commonwealth.

{Printed Name} {Signature} {Department} {Date}