

REQUEST TO WORK OUTSIDE THE STATE FOR MORE THAN 30 DAYS**Section 1: Employee**

Name:

EIN:

Section:

Job Title:

Section II: Request

Address(es) of Proposed Work Location(s):

Start Date _____

Anticipated End Date _____

Reason why employee needs/wants to work outside of the State of Utah: _____

Section III: Comments

Comments or concerns by any parties below (if none, sign on next page):

Section IV: Fees, and Approvals

Due to the added work to create and maintain tax rate information in the system, the Division of Finance has the following approved fees, which are applicable to all agencies wishing to employ individuals outside of the state of Utah or wishing to allow existing employees to relocate and work outside of the state of Utah. These fees will be applied on a per employee basis:

- Out-of-State Employee Initial Set Up Fee** \$2,200 (per employee)
- Out-of-State Employee Maintenance Fee** \$1,300 (per employee, annually)
- Tax Review Fee for Out-of-State Payroll** Actual Cost (based on state where work is performed, and only applicable if the services of a specialist are required)

Additionally, employees who work outside of the State of Utah pay little or no income taxes to the State of Utah. This impacts the money that is received by Utah’s Local Education Authorities. Employees that work outside of the State of Utah for more than thirty days per year may be subject to this policy.

Please sign indicating you understand the fee structure and approve the budget impact(s).

Approvals	Print	Signature		
Employee			Date:	
Section Director			Date:	
Associate Superintendent, Finance Approval			Date:	
Deputy Superintendent Approval			Date:	

Send completed form to the Agency HR Office for placement into the employee's file and to provide the employee and their immediate supervisor with a copy. Send copy completed form to State Finance for remitting state taxes if applicable.