

**Northern Kentucky University**  
**Remote Work Location-Outside of Kentucky**  
**Tax & Percent of Time**

**Purpose:** This form should be used when **any portion** of an employee's geographical work location has been approved to be **performed outside of Kentucky\***. This form must be completed for each payroll assignment.

**Duration:** Employees must submit a new form when their work assignment or percentage of time in a work location has changed.

**Work Location(s):** Provide a work address for each location where you perform work. When completing this form employees must determine the percentage of time spent in each work assignment location. Percent of time for all locations must equal 100%. Please be aware prior effective dates provided will cause retro which may result in more taxes withheld.

Payroll contact information for tax questions can be found at: <https://inside.nku.edu/hr/current-employees/payroll.html>

Employee Name: \_\_\_\_\_ Person ID Number: \_\_\_\_\_ Monthly  Biweekly

Effective Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Address 1: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Percent of time worked at this location: \_\_\_\_\_

Work Address 2: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Percent of time worked at this location: \_\_\_\_\_

Work Address 3: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Percent of time worked at this location: \_\_\_\_\_

- In addition, you must **complete a form** for Employee Withholding for your state.  
\*(Current States: California, Colorado, Maryland, Mississippi, North Carolina, New Jersey, New York, Oklahoma, Pennsylvania, South Carolina, Virginia, Vermont)
- If you live in a reciprocal state of Illinois, Indiana, Michigan, Ohio, West Virginia or Wisconsin and work in Kentucky, you may be eligible to complete form K-4 which will allow exemption from Kentucky. **After electronically signing, return form via email using your NKU email account to: [payroll@nku.edu](mailto:payroll@nku.edu)**
- For questions, please contact 859-572-6327 or email [payroll@nku.edu](mailto:payroll@nku.edu)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I declare that to the best of my knowledge this is a true, correct, and complete document. Additionally, I realize it is my responsibility to notify Payroll Services immediately should my work location or my work percentage(s) change during the calendar year.**

**\*\* If you work in more than three work locations, please use the continuation form to list remaining work locations.\*\***