



Out of State Work Location Checklist

Revised September 2020

The work location, **Out of State** should be used for employees working in a state other than Alabama.

ACT INFORMATION

ACT Document #:

Employee Name:

CONTACT INFORMATION

Requestor Name:

E-mail Address:

Campus Phone #:

Campus Fax #:

For state taxation purposes, please complete the following questionnaire before submitting the ACT document:

STATE OF WORK:

STATE OF RESIDENCE:

PHYSICAL ADDRESS OF WORK LOCATION:

CURRENT/PROSPECTIVE EMPLOYEE E-MAIL ADDRESS:

WILL EXPECTED WORK TIME EXCEED 180 DAYS IN STATE ? YES NO

The purpose of this information is to determine the appropriate state and local taxation and reporting for employees working outside the state of Alabama. Once completed, please return to Payroll Services via fax (975-4739) or e-mail at payhelp1@uab.edu. Payroll Services will then notify the requestor that the ACT document has been released for submission.

An employee of the UAB Tax Department will contact the current/prospective employee using the e-mail address provided to request the required tax forms. The communication will also provide instruction for obtaining a BlazerID and the initial set-up of direct deposit in the Oracle Administrative System.

Please note that the payroll deadline for out of state employees is earlier than in-state work locations. These deadlines are included on the payroll calendar which may be found [here](#).