

Use this task to update your out-of-state tax withholding in the UCPath Portal.

**Dashboard Navigation:**

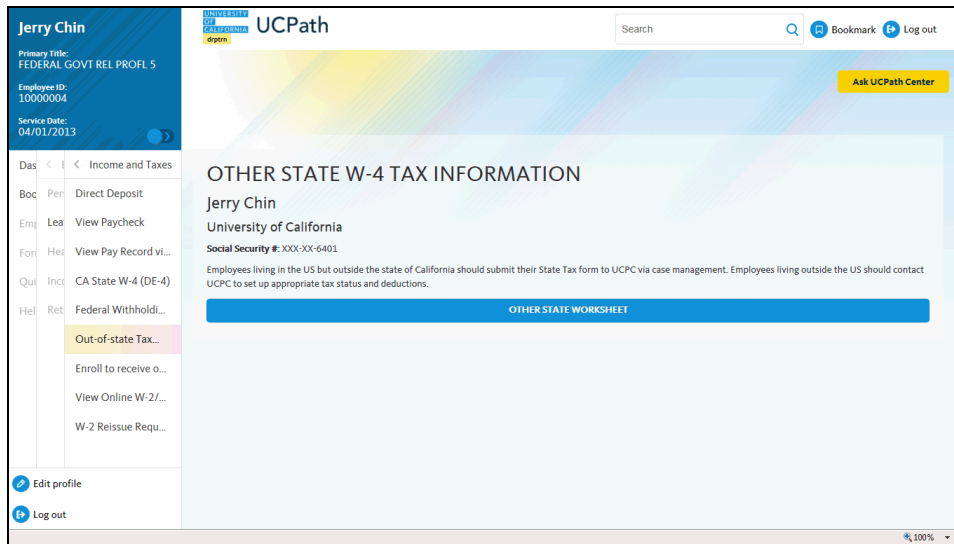
Income and Taxes > **Out-of-State Withholding (W-4)**

or

**Menu Navigation:**

Employee Actions > Income and Taxes > **Out-of-State Withholding (W-4)**

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>If you live in the US but outside of California, submit your State Tax form to UCPC using <b>Ask UCPath Center</b>.</p> <p>Click the <b>Other State Worksheet</b> button.</p>

**IMPORTANT: To protect your privacy, use the "Clear form" button when you are finished.** **Clear form**

**PAYROLL/PERSONNEL  
OUT-OF-STATE INCOME TAX  
WITHHOLDING  
UPAY 830 (R3/05)**

Complete this form only if you are subject to state income tax withholding for a state other than California, or wish to cancel state income tax withholding deductions for a state other than California. (Refer to the income tax withholding regulations of the state in which you are earning compensation.)

**PERSONAL INFORMATION**

Name (Last, First, Middle)	Campus	Employee ID Number
Work Address (Number, Street)	Campus Department	Social Security Number
(City, State, Zip)	Work Phone (with Area Code)	Email Address

**IF YOU ARE A NONRESIDENT OF CALIFORNIA, COMPLETE THIS SECTION**

I am a nonresident of the State of California, have claimed exemption from California income tax withholding on my UC W-4/DE 4 form and am earning compensation while working in the city, county, and state listed below.

City	County	State
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I began earning compensation in the state listed above on \_\_\_\_\_ and expect to continue to earn compensation in this state until approximately \_\_\_\_\_. I understand that I must submit a new Out-of-State Income Tax Withholding UPAY 830 Form when my assignment in the state listed above ends.

**IF YOU ARE A RESIDENT OF CALIFORNIA, COMPLETE THIS SECTION**

I am a resident of the State of California but am temporarily working in the city, county, and state listed below:

City	County	State
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Step	Action
2.	The out-of-state withholding process uses a standardized PDF form to address all states except California.  Complete the form, print and sign the form. Submit a scanned copy of the signed form to UCPath Center using the <b>Ask UCPath Center</b> tool on the UCPath website.
3.	Click the scroll bar.

**CERTIFICATION**

I hereby certify, to the best of my knowledge, that the above information is true, correct, and complete.

Employee's Signature \_\_\_\_\_ Date 10/18/2017

**Sign here after the form is printed.**

**PRIVACY NOTIFICATIONS** **Click Here to Print** RETN: 3 YEARS AFTER EMPLOYEE TERMINATES

STATE  
The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information.

The principal purpose for requesting the information on this form is for payment of earnings, and for miscellaneous payroll and personnel matters such as, but not limited to, withholding of taxes, benefits administration, and changes in title and pay status. University policy and State and Federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory -- failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the State and Federal governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on these policies can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on this form are campus and Office of the President Staff and Academic Personnel Managers or campus Controllers.

**FEDERAL**  
Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory. Disclosure of the social security number is required pursuant to Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and pursuant to Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended. The social security number is used to verify your identity. The principal uses of the number shall be to report (1) Federal and State income taxes withheld, (2) social security contributions, (3) State unemployment and workers' compensation earnings, and (4) earnings and contributions to participating retirement systems.

**FOR ACCOUNTING USE ONLY**

Other State Tax CA Residency: _____ (N,R)	Current Other State Gross Name: _____
Other State Gross Name 1: _____ Other State Ded 1: 6 _____ G \$	Other Local Ded A: 6 _____ G \$
Other State Gross Name 2: _____ Other State Ded 2: 6 _____ G \$	Other Local Ded B: 6 _____ G \$

Step	Action
4.	Use the <b>Click Here to Print</b> button to print the completed form and then sign it.
5.	Click the scroll bar.

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com.

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**FOR ACCOUNTING USE ONLY**

Other State Tax CA Residency: _____ (N,R)	Current Other State Gross Name: _____
Other State Gross Name 1: _____ Other State Ded 1: 6 _____ G \$ _____	Other Local Ded A: 6 _____ G \$ _____
Other State Gross Name 2: _____ Other State Ded 2: 6 _____ G \$ _____	Other Local Ded B: 6 _____ G \$ _____
Other State Gross Name 3: _____ Other State Ded 3: 6 _____ G \$ _____	Other Local Ded C: 6 _____ G \$ _____
Prepared By _____	Date _____
Authorized By _____	Date _____

**IMPORTANT: To protect your privacy, use the "Clear form" button when you are finished.** Clear form

Step	Action
6.	After you print the form, click the <b>Clear form</b> button to remove your data from the online form.

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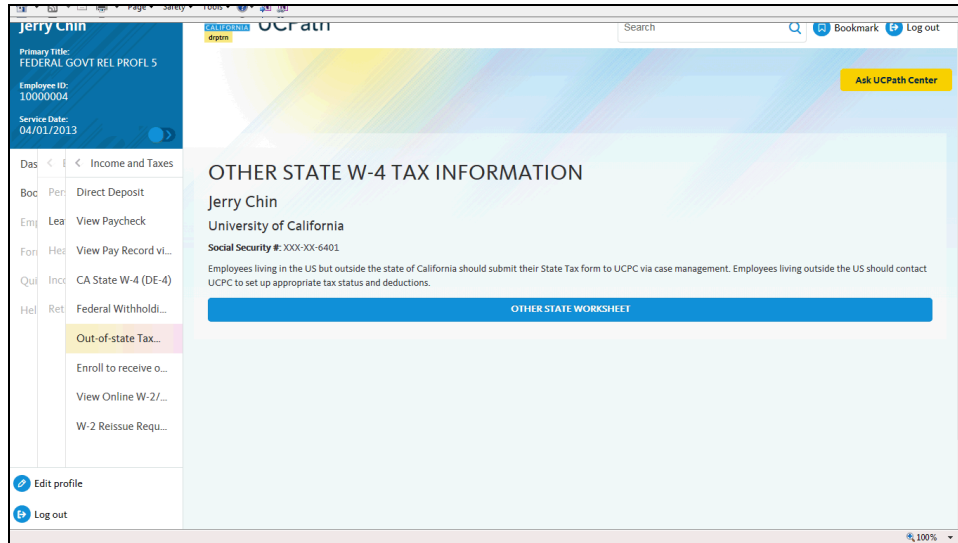
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Other State Gross Name 1: _____ Other State Ded 1: 6 _____ G \$ _____	Other Local Ded A: 6 _____ G \$ _____
Other State Gross Name 2: _____ Other State Ded 2: 6 _____ G \$ _____	Other Local Ded B: 6 _____ G \$ _____
Other State Gross Name 3: _____ Other State Ded 3: 6 _____ G \$ _____	Other Local Ded C: 6 _____ G \$ _____
Prepared By _____	Date _____
Authorized By _____	Date _____

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Step	Action
7.	To close the worksheet, click the <b>Close Tab</b> button.



Step	Action
8.	<p>Send the form to UCPath Center using the <b>Ask UCPath Center</b> tool.</p> <p>Refer to the <i>Submit Inquiry</i> topic in the UCPath Help site to assist you in sending the form to UCPath Center.</p> <p>Due to the manual processing of out-of-state withholding updates, the changes may not appear until the second paycheck after you submit the form.</p>
9.	<p>You have updated your out-of-state tax withholding in the UCPath Portal.</p> <p><b>End of Procedure.</b></p>