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 1
If you live in the US but outside of California, submit your State Tax form to UCPC using **Ask UCPath Center**.

Click the **Other State Worksheet** button.
UCPath Task:
Update My Out-of-State Tax Withholding

Step | Action
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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 Ask UCPath Center tool on the UCPath website.

3. | Click the scroll bar.

4. | Use the **Click Here to Print** button to print the completed form and then sign it.

5. | Click the scroll bar.
Step | Action
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6. | After you print the form, click the **Clear form** button to remove your data from the online form.

7. | To close the worksheet, click the **Close Tab** button.
Step | Action
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8. | Send the form to UCPath Center using the Ask UCPath Center tool.

Refer to the Submit Inquiry topic in the UCPath Help site to assist you in sending the form to UCPath Center.

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.

9. | You have updated your out-of-state tax withholding in the UCPath Portal. **End of Procedure.**