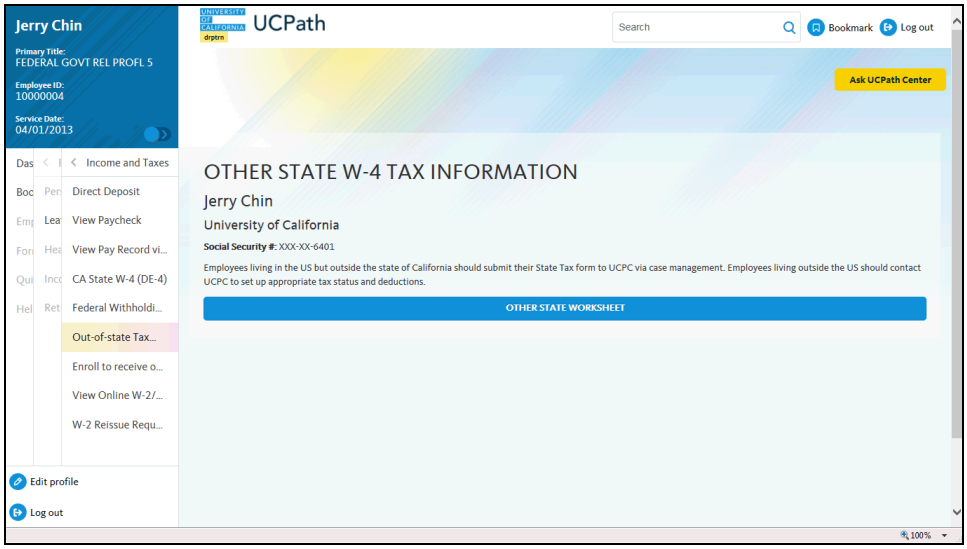
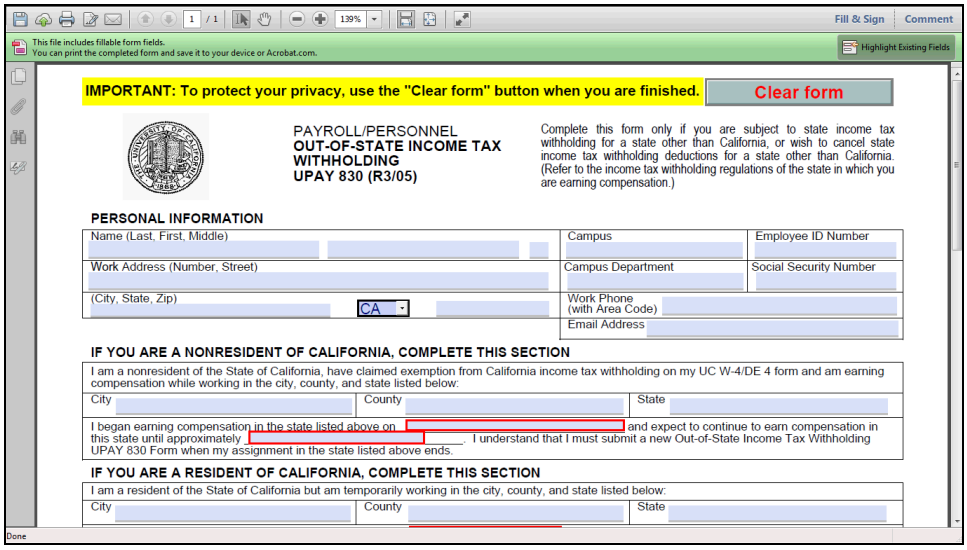
Use this task to update your out-of-state tax withholding in the UCPath Portal.

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)**

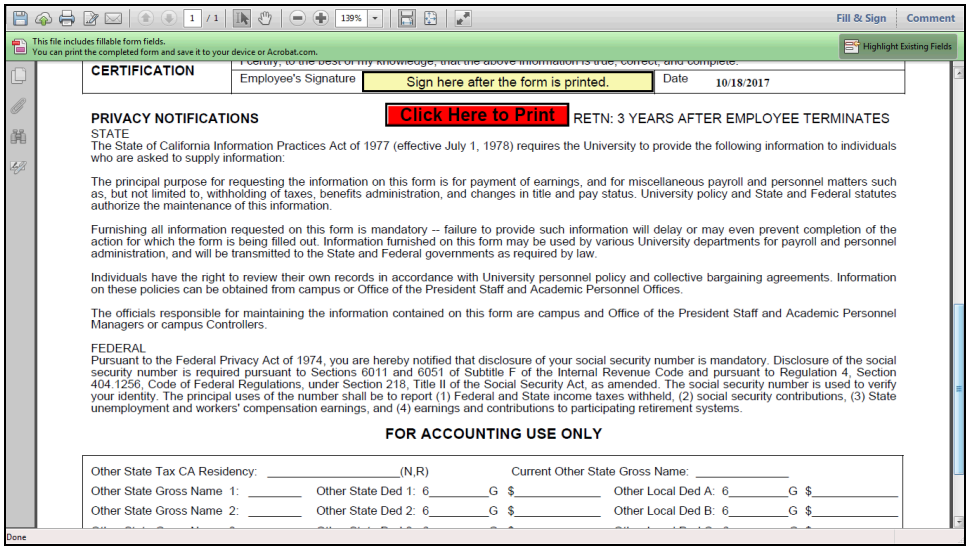
Note: This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.



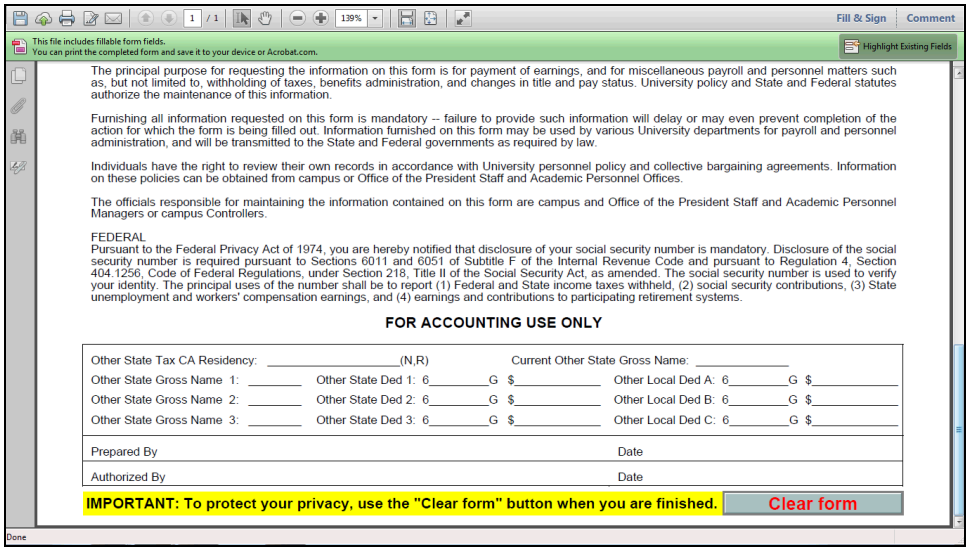
Step	Action
1.	If you live in the US but outside of California, submit your State Tax form to UCPC using **Ask UCPath Center**. Click the **Other State Worksheet** button.



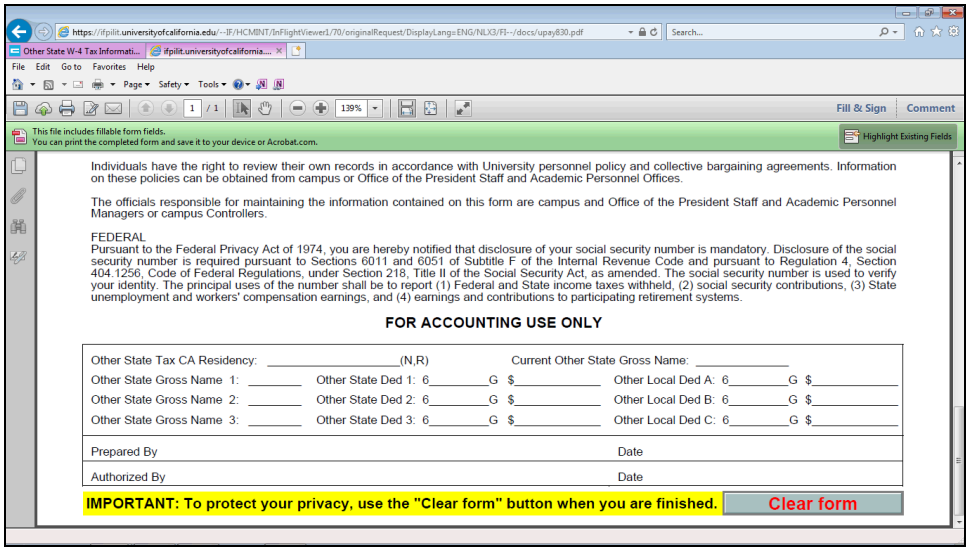
Step	Action
2.	The out-of-state withholding process uses a standardized PDF form to address all states except California. Complete the form, print and sign the form. Submit a scanned copy of the signed form to UCPath Center using the **Ask UCPath Center** tool on the UCPath website.
3.	Click the scroll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



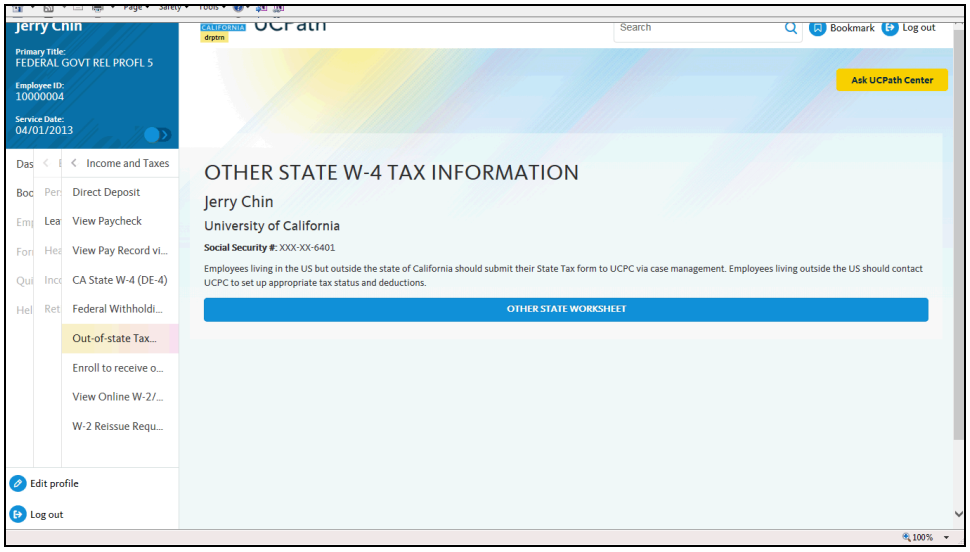
Step	Action
4.	Use the **Click Here to Print** button to print the completed form and then sign it.
5.	Click the scroll bar.



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



Step	Action
7.	To close the worksheet, click the **Close Tab** button.



Step	Action
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.**