

## Employee State Income Tax (SIT) Verification – TAMUQ

**Instructions:** This form is used for State Income Tax reporting purposes by Tax Compliance & Reporting (TCR) to verify the physical work location and residence of employees whose payroll records show an out of state residence address. This form is to be completed by the employee of Texas A&M University Qatar. Please complete this form and return to TCR, as noted at the bottom of the form by email, fax or mail.

Employee Name	Employee UIN
Enter the date you began working at Texas A&M University Qatar	

### RESIDENCY CERTIFICATION

TAMUQ payroll records show you claim residency in a state other than Texas.

- NO**, I certify that I understand the state income tax withholding residency laws pertaining to the state listed in my payroll record and do not claim residency in that state for income tax purposes.  
*If this option is chosen, you may skip the Address and Withholding Basis sections below.*
- YES**, I claim residency in the state indicated below and am subject to that states income tax withholding.  
*Please complete the Address and Withholding Basis sections below.*

### ADDRESS CERTIFICATION

City and State you claim residency:
Employee Mailing Address:

### WITHHOLDING BASIS

Please select one of the options below to provide a basis for deducting state income tax if you work in a state **other than** Texas or your residency is in a state **other than** Texas and it is determined you are subject to that state's income tax.

- Withhold State Income Tax based upon the attached state withholding allowance form.  
*State W-4 forms can be found at <http://www.bls.gov/jobs/statetax.htm>. Please complete and return along with this form.*
- Withhold State Income Tax on the same basis as my current federal tax Form W-4.  
*\*Select this option if you are a resident of Colorado, Delaware, Idaho, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, Oregon, Pennsylvania, South Carolina or Utah. These states do not have a state withholding allowance form.*

Please make sure we have your correct address. You may review your address and make changes if needed in [Single Sign On \(SSO\)](#).

IF THERE ARE CHANGES IN YOUR RESIDENCE CITY/STATE, IT IS YOUR RESPONSIBILITY TO NOTIFY US OF THESE CHANGES SO THAT WE MAY UPDATE YOUR SIT WITHHOLDING.

\_\_\_\_\_  
Employee Name—Print

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUBMIT FORM TO:**  
Texas A&M University  
Tax Compliance & Reporting  
Attn: Cynthia Flemings

6003 TAMU  
College Station, Texas 77843-6003  
tax@tam.u.edu Fax (979) 845-3131

**QUESTIONS:**  
tax@tam.u.edu  
979-458-4095