



# Employee State Income Tax (SIT) Verification

**Instructions:** This form is used for State Income Tax reporting purposes by Payroll Services to verify the physical work location of employees that work for Texas A&M University Kingsville from a state other than Texas.

This form is to be completed by the employee of Texas A&M University Kingsville in order to verify your physical work location. Please complete this form and return to Payroll Services, as noted at the bottom of the form by email.

Employee Name	Employee UIN
Department Name	City and State you claim residency:
State where you physically work for TAMU:	If you physically work in a state other than Texas (as noted to the left), please list the date you began working in that state for TAMU or any of the TAMU System Parts:
Employee Residence City, State:	
Employee Mailing City, State:	

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 and it is determined you are subject to that state’s income tax.

- Withhold State Income Tax on the same basis as my current federal tax Form W-4.
- Withhold State Income Tax based upon the attached state withholding allowance form. (Please go to the state’s website for a state withholding allowance form to complete and return along with this form.)

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

\_\_\_\_\_  
Employee Name—Print

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

\_\_\_\_\_  
Date

<b>Submit Form To:</b>	<b>Questions:</b>
Payroll Services	<a href="mailto:yvonne.vela@tamuk.edu">yvonne.vela@tamuk.edu</a>
<a href="mailto:payroll@tamuk.edu">payroll@tamuk.edu</a>	361-593-4208