

MARIST

OUT OF STATE EMPLOYEE INFORMATION FORM

This form, along with the [NY IT-2104.1](#) (NYS Certificate of Non-residence and Allocation of Withholding Tax), must be completed by Marist College employees working in any state other than New York to ensure that wages are correctly taxed. **Please return this form to the Payroll Office.**

| Personal Information | | |
|----------------------|-----------------|-----|
| Employee Name | | |
| Home Phone | Alternate Phone | |
| Street Address | | |
| City | State | Zip |

| Job Information | |
|----------------------------------|----------------------------------|
| Title | CWID |
| Type of Employee | Email |
| Department | Supervisor |
| Number of Days Working on Campus | Number of Days Working from Home |
| Do You Travel to Other States? | Do you telecommute? |

| | |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|