Declaration of Wages for Non-Wisconsin Residents
for **Year 20___**

Please check all of the following boxes that apply:

☐ You reside outside of Wisconsin

☐ You are not a Wisconsin resident

☐ You are not a resident of a state with which WI has a reciprocal agreement: Illinois, Indiana, Kentucky and Michigan

☐ Your work is performed primarily outside of Wisconsin

☐ You had earned wages while present in Wisconsin that are over $1500 in the calendar year.

If all of the boxes above are checked, you are **required** to complete and submit this form to:
    UW Shared Service, Service Operations - Payroll

Employee Name (first name, middle initial and last name)		Employee ID (if known)
Date of Birth (mm/dd/yyyy)	Phone Number	Email
Employee Street Address (number and street)		City, State and ZIP Code
U.S. State of Residence		UW Campus / Institution

Indicate below the amount of allocated time worked in the **State of Wisconsin**.

Description of Work Activity	Beginning Date	Ending Date:	Number of Days *	Gross Pay Daily Rate **	Line Total (# of days x Gross Pay)
Example: Employee Training	mm/dd/yyyy	mm/dd/yyyy	4	$205.00	$820.00

* This number includes weekends
** Gross Pay Daily Rate calculation: Biweekly salary divided by 10 days OR Hourly rate multiplied by hours worked per day.

Total

I declare that while working in Wisconsin, I am a legal resident of _____. The UW will use the data from my filed W-4 for determining taxable wages and withholding outside of this declaration. Under the penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee Signature   **Date**

_____   _____

By approving this form, I certify I am authorized to approve these forms on behalf of the campus/division. I have personally reviewed this form for accuracy and validated the times this employee was working in the State of Wisconsin.

HR / Payroll Coordinator Signature   **Date**

_____   _____

For Office Use Only			
Ticket No.	Date Received	Initials	Date Processed