



Report of Days Worked in Arizona for Out-of-State Employees

Policy

Employees whose primary work site is outside of Arizona are subject to taxation in the state in which they work. Employees may occasionally be required to report to work in Arizona. Compensation earned on such days is considered Arizona taxable income regardless of employee's state of residence and is subject to all Arizona tax provisions.

Submission Guidelines

Use this form to notify Payroll of days Out-of-State Employees have worked in Arizona. This form must be submitted for each Out-of-State Employee **even if there are NO Arizona working days to report.**

Continuing employees:

Submit form each calendar month by the last day of the month, with a reasonable estimate of days in November and December, to allow Payroll time to adjust employee's state tax balances by year end. Resubmit form during the first working week of January if estimate for November and December is inaccurate.

Terminating employees:

Submit form to Payroll with termination paperwork.

Employee Name: _____

Employee ASURITE ID (10 digits): _____

Indicate number of business days worked in Arizona in table below:

January	February	March	April	May	June
July	August	September	October	November	December

I attest the information provided above is accurate and complete to the best of my knowledge.

Signature of Business Office Manager

Date

Submit Completed Form to your designated payroll representative, MC 5612