

## **EMPLOYEES WORKING MORE THAN 50% OUTSIDE OF DC, MD, WV, AND PA**

These procedures are **ONLY** for employees who work outside of DC, MD, PA, and WV more than 50% of the time. Employees in this status will now be required to submit the tax forms associated with their work state to have taxes withheld and reported appropriately.

VA residents should only follow this process if they work in VA **more** than **50%** of the time. Those VA residents who do not meet that criteria need to complete the MW507 and use Line 4 to claim Exempt.

PA residents, regardless of work percentage will continue to use the MW507 (Section 2, Lines 5 – 7).

Employees who meet the criteria will require the following forms:

- EWAC
- Federal W4
- Out of State Withholding Form & Supplemental Military Form (if necessary)

There are multiple states that do not withhold tax from their residents. They are not listed on the spreadsheet. Employees who are Exempt from their state tax due to being a military spouse will need to also include the supplemental military form and a clear copy of their military ID. If you don't see it on the list, then it's not necessary.

The original, hand signed forms will need to be sent to the departments. They cannot be sent directly to Central Payroll. When received, the departments will need to do the following:

- Sign the EWAC attestation.
- Write the Payroll System (**UM**) and the Agency Code (**360222**) at the top of the State form.
- Change the employee's Work State in PHR (found under the Business Address) to match the state on the EWAC form.

Since these will be processed differently than other tax withholding, please send them to Payroll Services in a separate envelope. If any of the required documents are missing, incorrect, or incomplete, everything will be sent back to the department resulting in MD taxes being withheld from the employee's paycheck until the corrected forms are received.

Employees in this population cannot use the State's POSC system to change their address or make any tax withholding changes, including Federal changes. They will need to submit original paper forms for these transactions.

Employees changing addresses within the same state only need to submit a new state withholding form.

Employees moving to other states will need to submit all 3 documents and the Work State will need to be changed.