**Annual Statement For University Employees**

**Who Work and Live** **Outside the Commonwealth of Massachusetts in the States NOT Supported by the University**

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* Part 1 must be signed by University employees who work for the University in states NOT supported by the University and are nonresidents of Massachusetts for all or part of the calendar year.
* Part 2 must be completed by the employee’s department head.

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PART 1: (*to be completed by the employee living and working out of Massachusetts in the states* ***not*** *supported by the University*)

I certify that:

1. I am not a resident of Massachusetts;
2. I will be subject to Massachusetts Paid Family and Medical Leave (PFML) withholding and I will be eligible for both Massachusetts PFML and Unemployment benefits.
3. The employment services I perform for the University of Massachusetts will be performed in a state other than Massachusetts;
4. I will contact the Human Resources Department if my employment location changes and I perform employment services for the University within the Commonwealth of Massachusetts; and
5. I am aware that the University currently does no tax reporting or withholding in my home state, that my compensation might be taxable in my home state, and that I might be required to pay estimated taxes in my home state.

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{Printed Name} {Signature} {Date}

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PART 2: (*to be completed by the employee’s department head*)

I certify that this employee has been approved to perform all employment services outside the Commonwealth of Massachusetts and that the University does not provide the employee a place to work within the Commonwealth.

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{Printed Name} {Signature} {Department} {Date}