

## EMPLOYEE ADDRESS UPDATE AFTER TERMINATION

The address (residence and work location) listed in Workday is the leading factor of state and local tax deductions. If a residence or work location address is within a state that levies an income tax, Workday will automatically deduct state and local tax, even if a state or local tax election is not set-up.

To prevent an erroneous state/local tax deduction for terminating employees moving to a state with an income tax, please follow the below guidance.

For **terminating employees** moving to an address within a state that levies an income tax:

1. Enter your new address after your final payment from the University. Updating the address before the final payment could result in State and/or Local Tax being deducted from that payment if the new address is in a State that levies an income tax.
2. If the address has to be updated before termination, please complete the [Employee State Income Tax Verification](#) form and choose the third option under Residency Certification:  
*"No, an out-of-state residence is listed for me because I am/will be moving to that residence due to my TAMU employment ending on \_\_\_\_\_ or going on LWOP effective \_\_\_\_\_ (Enter the dates associated with each option). By selecting this option, I am certifying that I will not be working for TAMU while residing out-of-state."*

Employee State Income Tax Verification Form:

<https://uas.tamu.edu/tax/media/state-income-tax-verification-packet.pdf>