

Date: [Insert Date]

To: Payroll Department

Company: [Insert Company Name]

Subject: Payroll Setup Residency Confirmation

Dear Payroll Team,

I, [Employee Full Name], am writing to formally confirm my primary legal residence for tax withholding and payroll purposes. This information is provided to ensure the correct state and local taxes are applied to my compensation.

Employee ID: [Insert ID Number]

Permanent Residential Address:

[Street Address]

[City, State, Zip Code]

I confirm that the address listed above is my primary domicile. I agree to notify the Payroll Department within [Number] days should there be any change to my residency status or physical work location.

Please find the attached supporting documentation (e.g., driver's license, utility bill, or lease agreement) as verification of the address provided.

Thank you for your assistance in updating my payroll records.

Sincerely,

[Signature]

[Printed Name]