

CLEMSON UNIVERSITY
NOTICE OF EMPLOYEE WORKING OUTSIDE OF SOUTH CAROLINA

This form is used by the University Payroll Office to determine the applicable federal and state income tax withholding procedures for an employee who works outside of South Carolina. Complete the information below to add or change an employee who is based at a work location outside of South Carolina.

Failure to report information timely to Payroll may result in the department being charged any applicable penalties, interest or late fees imposed by the other state upon filing tax returns.

GENERAL INFORMATION

- The following employee works for CU at a location outside of South Carolina.
- The following employee is no longer stationed out-of-state/country, and now works in a South Carolina location for CU.
- The following employee is no longer stationed out-of-state/country, and is no longer employed by CU.

EMPLOYEE OUT-OF-STATE / COUNTRY INFORMATION

Employee Name _____

Employee ID# / Pay Group _____/_____

Work Address _____

Home Address _____

Work County _____
(Province, Borough, Other)

Home County _____
(Province, Borough, Other)

Start Date and End Date _____/_____

Seasonal Position? _____
(If so, list months of the year employee will be working)

Hours Worked per Week / Pay Rate _____/_____

JOB INFORMATION

(Describe below the nature of business being conducted)

DEPARTMENT INFORMATION

Department Contact Person _____

Department Contact Phone # _____

Department # _____

Date _____

PLEASE SEND VIA EMAIL TO: payroll@clmson.edu