

**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 outside of South Carolina.
- The following employee is no longer stationed out-of-state/country. He is now working in South Carolina for CU.
- The following employee is no longer stationed out-of-state/country. He 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)

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**DEPARTMENT INFORMATION**

Department Contact Person \_\_\_\_\_

Department Contact Phone # \_\_\_\_\_

Department # \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN TO:** Human Resources – Payroll  
Administrative Services Bldg.  
Pearman Boulevard – Box 345337  
Clemson, SC 29634-5337