



Virginia State University
Office of Human Resources
Payment of Child Support Disclosure Form

Employee Name _____ Social Security Number _____

Organizational Unit _____

Are you currently under a properly executed court order or administrative order in the State or any other state to have income withheld for payment of child support?

☐ Yes, I am under an income withholding order, you must present a copy of the order to the Human Resource Office within five (5) days of completion of this disclosure form.

☐ No, I am not currently under order to provide child support in this State or any other State.

Employee Signature _____ Date _____

Section 60.2114.1 (Code of Virginia) " Notification of withholding order - When an individual is hired for employment, the employer shall, at the time of the initial hiring, request that the employee disclose whether he has an income withholding order pursuant to (Section) 20-79.1 or (Section) 63.1-250.3. When an employee discloses that he owes child support that is required to be withheld, the employer shall begin withholding according to the term of the order. Information disclosed under this section shall not be divulged except to the extent necessary for the administration of this child support enforcement program or when otherwise authorized by law."

Failure to disclose the above information may result in Disciplinary Action.