



CHILD SUPPORT DISCLOSURE & AUTHORIZATION FORM

To conform to the intent of Va. Code §§ 20-79 and 63.1-250, Norfolk State university must ask each new employee to disclose whether he or she has an income withholding order to pay child support. If the employee discloses that he or she owes child support that is required to be withheld, the Norfolk State University (NSU) shall report to the Department of Social Services and begin with-holding according to the terms of such order.

EMPLOYEE INFORMATION

LAST FIRST MIDDLE LAST 4 SSN

MAILING ADDRESS

(STREET) (CITY) (ST) (ZIP)

DISCLOSURE

1. Are you subject to any income withholding order for child support?
____NO ____YES
2. If you answered yes to question 1, do you have a copy of the order?
____NO ____YES (please provide copy)
3. I understand that NSU is authorized to charge a service fee of \$5.00 per remittance of child support payments.
____NO ____YES

The information disclosed above shall be kept confidential by the University except as required by law. Falsification or material representation in the completion of this form may subject an employee to a withdrawal of the offer of employment, or immediate termination.

SIGNATURE DATE