

**COLLEGE OF CHARLESTON FOUNDATION
NON-STATE PAY FORM**

To pay an individual for contractual services or honorarium, please follow the directions below:

(Reimbursements should continue to use the College of Charleston Foundation Check Request form)

1. If the recipient is a STATE OF SOUTH CAROLINA EMPLOYEE, do not use this form. A Request for Additional Pay or Expenditure Authorization form must be completed and routed to the Foundation for approval.

After Foundation approval, the form will be forwarded to Human Resources. The appropriate taxes, withholding, retirement, etc. will be deducted. The College, not the Foundation, will then issue a check to the recipient.

2. If the recipient is not a STATE OF SOUTH CAROLINA EMPLOYEE, have the recipient certify by signing below. Submit this form with a completed College of Charleston Foundation Check Request form. Both forms must be routed to the Foundation.

I certify that I am not a State of South Carolina Employee and, therefore, not subject to the South Carolina Dual Employment Policy.

Signature _____
Date

Print Name

SSN:

Home Mailing Address: _____

Home Phone No.:

Email Address: