THE UNIVERSITY OF MEMPHIS

Professional Privilege Tax Form For Full-Time Regular Employees

Section I: General Information

The University of Memphis is authorized to pay the Professional Privilege Tax for full-time, regular employees for whom the Tennessee tax is levied, only if the profession is directly related to the work currently performed for the University. Please note that the payment of $400 will be included on your W-2 as taxable income. **Return this form, completed in its entirety, to Human Resources via e-mail at hrservicecenter@memphis.edu no later than April 30, 2025.**

Section II: Employee Information

Full Name: _____

Banner UID #:_____

Department Name: _____ UofM Job Title: _____

Index #:_____ Fund Code: #_____ Org Code #:_____ Acct Code #:_____

Program Code #:_____ Current License #:_____

Occupation from list below:

_____

Describe your current duties as related to your license.

Section III: Signatures

I certify that I am a full-time, regular employee of the University of Memphis and subject to the Tennessee Professional Privilege Tax. I also certify that my license is directly related to my job at the University of Memphis.

Employee Signature: _____ Date: _____

I certify that the license held by the above-referenced employee is related to work performed for the University. I understand I may need to provide Human Resources a detailed job description if there is a question about the job-relatedness of the license.

Supervisor Signature: _____ Date: _____

I approve the payment of the Professional Privilege Tax for the employee listed above.

Divisional Leader's Signature: _____ Date: _____

Section IV: Occupations

Occupations covered by the Professional Privilege Tax are listed below (check as appropriate):

_____Agents
_____Attorneys
_____Broker-dealers
_____Investment Advisors registered under Title 48 of the Tennessee Code
_____Lobbyists

For the most recent information, visit the State of Tennessee Department of Revenue website at: http://www.tn.gov/revenue.