



## The University of North Carolina at Chapel Hill Notice of Employee Both Residing and Working Outside of North Carolina

**PURPOSE OF FORM:** Employees who both reside and work outside the State of NC for the entire calendar year are not subject to NC state income tax withholding.

If an employee both resides outside the state of NC and performs all of their duties outside the state of NC, this completed form may be submitted as documentation that the employee is not subject to NC income tax withholding. Please complete this form when an employee starts or stops working in another state.

---

### GENERAL INFORMATION

- The following employee resides outside of NC and works for UNC-Chapel Hill or UNC-GA and performs all of their duties outside of NC.  
\*DO NOT have employee complete form NC-4.
- The following employee is no longer working outside the state of NC. They have returned to performing all of their duties in NC.  
\*Have employee complete a form NC-4 and submit it to Payroll Services

---

### EMPLOYEE INFORMATION

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

PID: \_\_\_\_\_ Out of State Start Date: \_\_\_\_\_ Out of State End Date: \_\_\_\_\_

Description of work being performed: \_\_\_\_\_

Out of State Work Location: \_\_\_\_\_

Out of State Work Address: \_\_\_\_\_

Out of State Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

### DEPARTMENT INFORMATION

Department Name: \_\_\_\_\_ Department Number: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_ Dept. Contact Phone Number: \_\_\_\_\_

---

**Submit completed form to Payroll Services**

**104 Airport Drive, CB# 1260**

**Chapel Hill, NC 27599-1260**

**Fax Number: 919-962-5077**

**[dwlucus@email.unc.edu](mailto:dwlucus@email.unc.edu) or [payroll\\_accountant@unc.edu](mailto:payroll_accountant@unc.edu)**