

The University of North Carolina at Chapel Hill
Notice of Employee Both Residing and Working Outside of North Carolina
Department Attestation Form

PURPOSE OF FORM: To identify employees who both reside and work outside the state of NC.

Departments should use this form to identify an employee who both resides and performs all of their duties outside the state of NC. 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 duties outside of NC.

* The employee should submit the appropriate state withholding form which can be found <https://www.bls.gov/jobs/statetax.htm>.

The following employee is no longer working outside the state of NC. They have returned to performing 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: _____

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
MultistateTax@unc.edu

Direct Questions to: Jennifer Hall at jennhall@unc.edu.