To: Payroll Services

From: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dept. ID: \_\_\_\_\_\_\_\_

 Dept. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of Individuals to report: \_\_\_\_\_\_ (*Indicate 0 if none for your uni*t.)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PID** | **Name** | **Dept. No.** | **Street Address** | **City** | **State** | **ZIP** | **Estimated number of months the individual will be living and working outside NC in 2017** | **Best method for contacting the individual (i.e., phone number, fax number, email address, physical address)** |
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Completed forms must be submitted by **close of business, Monday, October 17, 2016** to David Lucus by email at dwlucus@email.unc.edu or at the address listed below.

Send to: **David Lucus**

 **Campus Box 1260
 104 Airport Drive, Suite 3600
 Chapel Hill, NC  27599-1260.**