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](mailto: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.**