

The University of North Carolina at Chapel Hill

1107.2.1f Notice of Employee Working Outside of North Carolina

PURPOSE OF FORM: To identify employees who work outside the state of NC or are changing work location states to ensure proper taxation and reporting of their wage income.

GENERAL INFORMATION (Check one)

My work location (where I am physically located when performing work for UNC) is or will be outside of North Carolina as of this date: _____

I was previously working outside of North Carolina, but I am now or will begin working within the state of North Carolina as of this date: _____ (In Employee Information Section, only Name and PID are required.)

EMPLOYEE INFORMATION

Employee Name: _____ PID: _____

Out of State Work Location Address: _____

(City, State, Zip): _____

Preferred Phone Number: _____ Preferred Email: _____

Description of Work Being Performed: _____

Date I expect my work location state to change (if applicable): _____

State where I expect to be working from on the above date (if applicable): _____

Is the above Work Location Address also your home address? Yes No (If yes, then skip to Certification section.)

Employee Home Address (Number, Street): _____

(City, State, Zip): _____

CERTIFICATION SECTION

I certify that the above information is true and accurate. I understand that I must notify UNC Payroll Services (via MultistateTax@unc.edu) in a timely manner when adjustment of my work location involves changing states, and that failure to do so can result in tax compliance issues for both me and the University. These consequences can include but are not limited to my wages being reported to the wrong state, the wrong state being listed on my W-2 which can mean I will have to file an additional state return to rectify, and my inability to claim state benefits (such as unemployment), if and when needed, from the state where I have been working.

Employee Signature: _____ Date signed: _____

Note: Submit this form to: MultistateTax@unc.edu. See page 2 for further instructions and information about this form.

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Instructions for *Notice of Employee Working Outside of North Carolina* form (hereafter called 'Notice form')
(This page does not need to be submitted to Payroll Services)

Below are further instructions based on category in the GENERAL INFORMATION SECTION:

For employees who work outside of North Carolina:

- Once the Notice form has been submitted to MultistateTax@unc.edu, Payroll will email the employee the appropriate withholding certificate or other tax forms needed for their respective state.

For employees changing their work location state to NC:

- Once the Notice form has been submitted to MultistateTax@unc.edu and Payroll has updated the employee's tax profile to NC, then the employee will be able to complete an NC-4 form in ConnectCarolina Self-Service to designate their state of NC withholding preferences.

For employees who work outside of the United States:

- THIS FORM NO LONGER NEEDS TO BE SUBMITTED TO PAYROLL SERVICES FOR THOSE WORKING OUTSIDE OF THE UNITED STATES. The exception might be for an employee whose resident state is not North Carolina and therefore needs Payroll Services to update resident state wage reporting.
- Employees who intend to work outside of the United States must receive approval to do so. To request approval, complete a telework request form which can be found in ConnectCarolina Self-Service in the HR eForm tile. For more information on employment abroad, please also see the [Global Employment website](#).

For HR representatives or other department contacts: If you are submitting this form on behalf of an employee, you must copy (cc) the employee in the email when submitting this form.

Questions related to this form or its related policy can be sent to: MultistateTax@unc.edu.