

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, outside the United States, or are returning from working out of state/country to ensure proper taxation and reporting of their income.

GENERAL INFORMATION (Check one of A, B or C)

- A. The following employee works outside of the state of North Carolina (within the United States).
- B. The following employee works outside of the United States (**Check one of the below 2 boxes for this category**):
 - The employee is a U.S. Citizen or U.S. Permanent Resident
 - The employee is a non-US Person/Foreign National
- C. The following employee is now working within/returning to work within the state of North Carolina.

Effective Date: _____ (In Employee Information Section, only Name and PID are required.)

EMPLOYEE INFORMATION

Employee Name: _____ PID: _____

Employee Home Address (Number, Street): _____

(City, State, Zip and Country if not USA): _____

Preferred Phone Number: _____ Preferred Email: _____

Out of State/Country Start Date: _____ Out of State/Country End Date: _____

Description of Work Being Performed: _____

Is this employee working from home? Yes No (if yes, then skip to Department Information section)

Out of State/Country Work Address: _____

(City, State, Zip, and Country if not USA): _____

DEPARTMENT INFORMATION

Department Name: _____ Department Number: _____

Department Contact Name: _____ Department Contact Number: _____

Reminder: Before an employee who is working abroad for UNC-CH can work within the United States or its possessions, be certain that you take the required steps for HR and Immigrations Compliance. A non-US person may likely require proper clearance from the Office of International Student and Scholar Services (OISSS) prior to being compensated for work done within the U.S. or its territories.

Department Contact Signature: _____ Date: _____

Note: SEE PAGE 2 for required documents to be sent with this form and other related instructions.

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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:

A. For employees who work outside of North Carolina (within the United States):

- 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.

B. For employees who work outside of the United States:

- If the employee is a US Citizen or US Permanent Resident:
 - *Reporting US Citizens or Permanent Residents is optional since their US taxes often do not change.*
- If the employee is a non-US Person / Foreign National, please send also send with the Notice form
 - *A copy of the employee's passport ID page.*
 - *If the employee has no tax reporting obligation in the U.S., submit IRS form [W-8BEN](#).*

Reminder: Direct Deposit is required and can only be deposited in a U.S. bank account.

Note: For any employee working outside the US, a request to telework should also be completed and can be found in ConnectCarolina Self-Service in the HR eForm tile. For faculty cases, please contact the Academic Personnel Office. For more information on employment abroad, please also see the [Global Employment website](#).

C. For employees no longer working outside of the state of NC / returned to working in 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.

Once completed, send the Notice form and any other attachments to: MultistateTax@unc.edu.

Questions/Contacts:

<p>For questions about employees working in other states: MultistateTax@unc.edu</p>	<p>For questions about Foreign National employees: Andrea Cox amcox@unc.edu 919-962-7980</p>	<p>For questions about US persons working abroad, or other tax questions: Stephanie May stephmay@unc.edu 919-962-6309</p>
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