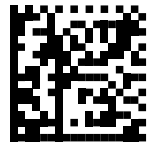




**North Carolina Department of Commerce  
Division of Employment Security  
Unemployment Insurance**



999999

**Additional information needed from Employer**

JOHN DOE  
700 Main Street  
Raleigh, NC 27000

Mail Date: February 24, 20xx  
Employer Account Number:  
employer Acct Number  
JOHN DOE  
SSN: XXX-XX-8456

Dear Name Representative,

A former employee has filed a claim for unemployment insurance. Additional information is needed to process this unemployment insurance claim. Please contact John Doe at 919-382-0964 within 10 working days or no later than January 1, 2001. Our normal business hours are 8 AM - 5 PM, Monday - Friday.

Failure to contact us within the designated time period could adversely affect your unemployment insurance tax rate.

We look forward to hearing from you.

Sincerely,

NC Division of Employment Security