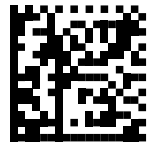




North Carolina Department of Commerce
Division of Employment Security
Unemployment Insurance



999999

Cover Letter Check Cashed

JACK T HOOVER
700 Main Street
Raleigh, NC 27000

Mail Date: February 24, 2017
Claimant ID: 1234567

You recently informed the Division of Employment Security (DES) that you did not receive an unemployment insurance benefits check for week ending eligibleInSt. If you are still not in receipt of the check, complete the following steps to request a replacement check.

[Check has not been cashed loop]

In the presence of a notary public, sign the affidavit affirming that you have not received or cashed the missing check(s). The affidavit must be signed, notarized and returned to the Division within 10 days of the date of this letter.

[Check has been cashed loop]

Examine the endorsement on the photocopy of the enclosed check(s). If the signature is not yours, then in the presence of a notary public, sign the affidavit affirming that you have not received or cashed the missing check(s). The affidavit must be signed and notarized. Return the notarized affidavit(s), the questionnaire and copies of the checks to the Division within 10 days of the date of this letter.

A payment will be reissued only if it is determined that you did not receive or benefited from the checks. If you receive the missing checks after submitting the affidavit, do not cash the check. It should be returned to the Division with an explanation that you had previously requested a missing check investigation.

DES may request assistance from the State Bureau of Investigation in resolving this issue and may seek criminal prosecution of any individual who received unemployment insurance benefits due to fraud.

Please upload completed form to your Claimant Self Service Portal at des.nc.gov or Mail/Fax to:

North Carolina Dept. of Commerce
Division of Employment Security
Post Office Box 25903
Raleigh, NC 27611-5903
Fax Number 919.857.1296

VARIABLE LIST:

Program Type: claimLevel

