



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



**Disaster Unemployment Assistance – DUA  
DUA Proof of Employment/Self-  
Employment And Tax Return Request  
Notice**

Date Mailed:

Disaster No.

Claimant ID:

When you filed your initial application for Disaster Unemployment Assistance (DUA) you were informed that proof of employment/self-employment at the time of the disaster, and a copy of your Federal tax return are required to process your claim. Your initial monetary entitlement was based on the minimum DUA weekly benefit amount. A DUA Notice of Determination of Entitlement was issued informing you to provide a copy of your Federal tax return for the \_\_\_\_\_ tax year within 21 days. Your initial DUA Notice of Determination of Entitlement was issued on \_\_\_\_\_. Your proof of employment/self-employment and your Federal tax return were due by \_\_\_\_\_.

As of the date of this notice, your proof of employment/self-employment and your Federal tax return have not been received. In accordance with DUA regulations, any individual who fails to submit this documentation shall be determined ineligible for DUA.

You have ten (10) days from the date of this notice to send proof of your employment/self-employment at the time of the disaster, and a copy of your Federal tax return. You may fax a copy to 919.715.8423, or mail it to the address listed below.

If you do not provide the requested information, a determination will be issued holding you ineligible for DUA payments already issued and an overpayment will be established. If you have any questions, please call the DUA Hotline at 1.877.372.6565.

**Please upload completed form to your Claimant Self Service Portal at [des.nc.gov](https://des.nc.gov) Or  
Mail or fax completed form to:** Post Office Box 25903  
Raleigh, NC 27611-5903  
Fax Number 919.715.8423

**Help us prevent UI Fraud**  
by responding accurately and timely  
to requests for information