



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



**INSTRUCTIONS FOR COMPLETING & RETURNING FORM ETA-935**

- 9a.** Enter the location of your Official Duty Station
- 9b.** Show wages for each calendar quarter ending date indicated. If no wages were paid during one or more of the quarters indicated, enter "NONE". It is better to under report wages than over report. Over reporting will likely result in an overpayment for which you will be liable.

**The following forms may be used as Documentary Evidence:**

(Please include all that you have for your most recent federal employment)

**Standard Form 50**, (or S.F. 52) Notification of Personnel Action

**Standard Form 8**, Notice to Federal Employee about Unemployment Insurance

**W-2, Withholding Tax Statement**, showing federal civilian employment

**Payroll Check Stubs** (For each quarter ending)

- 9c.** Self Explanatory
- 9d.** Self Explanatory
- 9e.** Enter your reasons for separation from federal civilian employment.  
(If you have had intervening employment lasting more than 30 days since your last federal civilian employment enter "Separation Information Not Needed" in this space.)
- 10.** Read the certification and sign and date in the spaces provided.

**Please upload completed form with supporting documentation to your Claimant Self Service Portal at [des.nc.gov](https://des.nc.gov) or Mail or Fax to:**

Post Office Box 25903  
Raleigh, NC 27611-5903  
Fax Number 919.XXX-XXXX

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