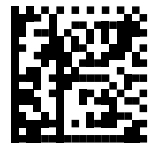




**North Carolina Department of Commerce  
Division of Employment Security  
Unemployment Insurance**



999999

**Wage Audit - Quarter Wage 2nd request**

JACK T HOOVER  
700 Main Street  
Raleigh, NC 27000

Mail Date: February 24, 2017  
Claimant Name:  
JACK T HOOVER Mr  
SSN: XXX-XX-XXXX  
Hire Date: 01/2001

**Employer Instructions**

On January 1, 2001, we sent you a request for wage information on the claimant listed above. We have not yet received a response or the completed form. N.C. Gen. Stat. § 96-18(a) requires employers to provide records, with any necessary authentication thereof, required for the prosecution of any criminal action under this section. Filing for Unemployment Insurance benefits while working, and not correctly reporting gross earnings may be considered a criminal action. This individual filed for the benefits weeks listed on the second page of this form. Your Quarterly Wage Report for FEIN feIn shows \$0.00 wages paid to this individual during quarter 0 of qtrYr.

PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS BEFORE ATTEMPTING TO COMPLETE THIS FORM.

- Item 1 Enter the first date of employment (not necessarily the Hire Date).
- Item 2 Enter the last date actually worked (if applicable).
- Item 3 Enter the starting rate of pay and fill in the box associated with the pay rate
- Item 4 Fill in the boxes for the corresponding work status.
- Item 5 Fill in appropriate box for availability of original time and pay records.
- Item 6 Fill in box for the pay period used and enter in the pay period ending date(s).
- Item 7 Fill in boxes that apply for the individual's standard work week.
- Item 8 Fill in the total hours worked by the individual for the weeks specified
- Item 9 Fill in the date the individual was paid for the specified week
- Item 10 Enter the amount of gross wages earned for work performed in each specified week.
- Item 11 Enter the amount of any Other Pay earned by the individual for the specified weeks.
- Item 12 Enter in the "Type of Other Pay" column the appropriate number from the choices below:  
 1 - Holiday Pay    2 - Vacation Pay    3 - Bonus Pay    4 - Sick Pay/Disability  
 5 - Pension    6 - Back Pay    7- Severance Pay    8 - Other

Example Actual gross wages were \$300.55 and the claimant was given a \$100.00 bonus.

Data Entry Code	Week Ending Date Saturday	8.Total Hours Worked	9. Date Paid	10. Gross Wages	11. Other Pay	12. Type of Other Pay
1	07/30/2016	40	08/05/2016	300.55	100.00	3

Item 13 Sign and date the bottom of the audit form. All entries must be validated by your name, signature and title, the current date and your phone number. Please provide your email address, if applicable.

Note: This form can be accessed and submitted through our website, [des.nc.gov](http://des.nc.gov). From the website home page, choose "Business Services" and then login using your account number and PIN, Click on the Respond to Wage Audit Notice link to respond.

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



