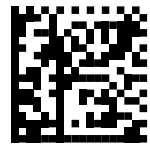




**North Carolina Department of Commerce
Division of Employment Security
Unemployment Insurance**



999999

Wage Audit - Quarter Wage

name
addressLine1
addressLine2
city, state zip
country

Mailed Date: January 1, 2001
Claimant Name: first Name
middle Initial last Name suffix
SSN: ssn

As part of our continuing effort to ensure the integrity of the Unemployment Insurance program, an audit of the claim of name, Social Security Number ssn is being conducted. This individual filed for Unemployment Insurance benefits for the weeks listed on the reverse side of this form. Your New Quarterly Wage report for FEIN fein shows \$0.00 wages paid to this individual during month UNKNOWN / auditEndYear

PLEASE NOTE: This is not a statement of charges. Your prompt reply may result in credits which could eliminate charges to your account.

Employer Instructions

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

Please report **GROSS** wages. Although your payroll period may be different from the seven-day-calendar-week as requested on this form, please complete the form for the weeks specified using your daily wage records, if possible. The claim week is the calendar week Sunday through Saturday and includes the "Week Ending Date". The claimant is responsible for reporting wages in those seven-day time frames. Please write numbers as clearly as possible.

Please follow these steps to complete the second page of this audit 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. 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

