



North Carolina Department of Commerce
Division of Employment Security
Unemployment Insurance
Quality Control



Date:

Name
Address
Address2
City, State, Zip

Wage Verification Instruction Sheet

*****The first page of the Wage Verification form** requires verification of dates of employment, reason for separation, position title, hourly or salaried wage, and recall status. Please provide complete reason for separation if other than a lack of work. Space is provided at the bottom of the page for any comments you may have.

*****The second page of the form has four blocks** which represent the four quarters of wages used to establish monetary eligibility for the claimant. The amount reported to the agency is listed at the top of each block. Please list the Pay Period Ending Date, the Date Paid, and the Gross Amount Paid for each pay period during each quarter. This should balance with the amount reported to the agency. Any discrepancy must be explained. Please include Total Gross Taxable Wages (excluding any pre-tax deductions). **Note: Payroll History print-outs are acceptable.**

If you have any questions, please call the telephone number listed below.

When the form is completed, please sign it and return by mail or FAX. My address and FAX number are listed below.

Warning

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If the reader of the message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you receive this communication in error, please notify us immediately by telephone and return the original message to us by mail. Thank you.

QC-16C (7/12)

Mail or fax completed form to: Post Office Box 25903
Raleigh, NC 27611-5903
Fax Number 919.715.7642

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by responding accurately and timely
to requests for information