



North Carolina Employers

Understanding Wage Audit Notices vs. Separation Notices

Employers may get different notices from the N.C. Division of Employment Security (DES). Two common ones are **Wage Audit Notices** and **Separation Notices**. While they may look similar, they serve different purposes.

Wage Audit Notice

What it means:

DES is asking you to confirm **wages paid** to an employee for certain weeks.

Why you get it:

An unemployment claim was filed, and DES needs to verify wage information for the weeks claimed.

What you must do:

- ✓ Provide gross wages for the weeks listed
- ✓ Respond by the deadline on the notice

Why it matters:

Accurate wage info helps prevent benefit overpayments and protects your unemployment tax rate.

Keep Your TPA Information Updated

If you work with a **Third-Party Administrator (TPA)** or payroll provider:

- Make sure their contact information is current.
- Confirm who is responsible for wage audit notices, as this may be different from who handles regular wage reporting.

Missing or misrouted notices can lead to late responses and added costs.

Important Reminders

- Both notices have **strict deadlines**.
- Late or missing responses can lead to **higher costs or lost appeal rights**.
- Keep your **contact and payroll info up to date**, especially if you use a payroll service.

Separation Notice

What it means:

DES is asking why an **employee left** your company.

Why you get it:

A former employee applied for unemployment benefits.

What you must do:

- ✓ Share the reason for separation with supporting documentation
- ✓ Provide the last day worked and any final pay details
- ✓ Respond by the deadline on the notice

Why it matters:

Your response helps DES decide eligibility and whether your account is charged.

