

DESCRIPTION: This form is used to determine the applicable federal and state income tax withholding procedures for an employee who works outside of North Carolina. Please complete this form when an employee starts or stops working in another state/country.

GENERAL INFORMATION

- The following employee works for NCSU outside of North Carolina.
*DO NOT have employee complete form NC-4.
- The following employee is no longer working out of state/country. They have returned to work in North Carolina.
*Have employee complete a form NC-4 via Employee Self Service.
- The following employee is no longer working out of state/country. They are no longer employed by NCSU.

EMPLOYEE INFORMATION

First name _____ Middle _____ Last Name _____

Employee ID# _____ E-mail _____

Out of state/country start date _____ Out of state/country end date _____

Description of work being performed _____

Out of state/country home address _____

Is work being performed from home? If yes, skip to phone number and fax. If no, provide name and address of work location. Yes NoOut of state/country work location
(company or facility) _____

Out of state/country work address _____

Out of state/country phone number _____ Out of state/country fax number _____

DEPARTMENT INFORMATION

Department name _____ CDC _____

Department contact _____ Phone number _____

Submit completed form to University Payroll

Mailing Address:
Campus Box 7233
Raleigh, NC 27695-7233

Fax# 919-515-4320

Physical Address:
Administrative Services - Bldg II
2711 Sullivan Dr., Suite 200