

NORTH CAROLINA
16TH JUDICIAL DISTRICT
DURHAM COUNTY

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION
FILE NUMBER: _____ CVD _____

<p>_____</p> <p style="text-align: right;">Plaintiff,</p> <p style="text-align: center;">-v-</p> <p>_____</p> <p style="text-align: right;">Defendant.</p>	
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AFFIDAVIT
(Employer Wage Affidavit)

I, _____, (please print name) holding the position of _____ with _____, after being duly sworn, deposes and says:

1. That _____, the Plaintiff, or Defendant in the above entitled action, is an employee of _____ company. My relation to said party is _____ (personal/familial/business); and
2. That the records attached hereto accurately depict Plaintiff's, or Defendant's earnings, deductions, company benefits, and length of employment, and the same are true and correct to the best of affiant's information and belief. I have specifically attached the following number of pages and the following documents: _____ # of pages, specifically including _____.

3. That my work telephone number is _____.

This the ____ day of _____, 20 ____.

Signature of Affiant (Personnel Officer)

Title

Subscribed and sworn before me this
the ____ day of _____, 20 ____.

Notary Public
Identification Type: _____
My commission expires: _____

EARNINGS INFORMATION

1. Date of Hire: _____; Date of Termination (if applicable): _____.
2. Earnings last calendar year, including bonus, if any:
 - a. Gross: \$ _____
 - b. Net: \$ _____
3. Present rate of pay: \$ _____ per _____ [*insert time period, i.e., week, month, etc.*]

* If Employee is paid on production or commission, what is present average gross pay?
 \$ _____ per _____ [*insert time period, i.e., week, month, etc.*]
4. How often is employee paid? _____
5. Number of hours working per day? _____
6. Number of days working per week? _____
7. Mandatory deductions from gross pay per pay period:
 - a. State taxes: \$ _____
 - b. Federal taxes: \$ _____
 - c. FICA: \$ _____
 - d. Mandatory Retirement: \$ _____
 - e. Garnishments: \$ _____ (specify reason for garnishment/type) _____
 (i.e., child support, back taxes, etc.)
8. Voluntary deductions from gross pay per pay period:
 - a. Medical Insurance \$ _____
 - i. How much of medical insurance premium is allocated for coverage of children?
 \$ _____ per _____.
 - ii. Does medical insurance include medical, dental and/or other coverage? If so, what health care services are covered? _____
 - iii. What are the terms of the deductible payments required under the medical coverage provided? _____
 - b. Voluntary Retirement: \$ _____
 - c. Other: \$ _____ (specify reason/type) _____
9. Number of exemptions claimed: _____; Last time changed: _____
10. Date employee last paid: _____
11. How many pay periods, if any, are employee's earnings retained by employer? _____
12. Earnings this calendar year through date employee was last paid, including bonus, if any:
 - a. Gross: \$ _____
 - b. Net: \$ _____
13. Is employee paid a bonus? _____ (yes or no) If yes, explain:
 - a. How bonus is computed: _____
 - b. When bonus is paid: _____
 - c. Amount paid last calendar year: _____
 - d. Amount paid this calendar year: _____
14. What pay increase, if any, has employee received in the past twelve months? _____
15. Nature of employment: _____

16. Amount paid by employer on employee’s behalf for:

Medical Insurance: \$ _____ per _____	Retirement: \$ _____ per _____
Disability Insurance: \$ _____ per _____	Dues: \$ _____ per _____
Reimbursed expenses: \$ _____ per _____	

**INSTRUCTIONS TO COMPLETE
EMPLOYER AFFIDAVIT OF INCOME AND BENEFITS**

1. The Employer Affidavit of Income and Benefits is for the purpose of providing information and records to the Court concerning a party’s income and employee benefits that will assist the court in making decisions relative to financial aspects of the party’s case now pending.
2. If you are the custodian of records for your employer and you or your employer have been served with a subpoena commanding you or the employer to appear in court for the sole purpose of producing records in the possession and control of the employer, you may, in lieu of a personal appearance, tender to the court by registered mail, certified copies of the records requested together with an affidavit by the custodian as to the authentication of the records tendered, or, if no such records are in the employer’s custody, an affidavit to that effect.
3. Please complete the attached employer affidavit if you are the person who is the designated custodian of records for the employer from whom the records have been subpoenaed.
4. Copies of the records are deemed “certified” if they are appended to the affidavit attached to these instructions and referred to in the affidavit.
5. If you have any of the following records in your possession and control, they should be identified in and appended to the Employer Affidavit:
 - a. Three (3) years worth of income information through the date of production should be produced. The meaning of the word “income” is as defined by the Internal Revenue Service and includes bonuses and commissions;
 - b. For the last full year prior to production of records, all records pertaining to any voluntary or involuntary deductions by the employer or employee as well as monthly records for the year in which the request for production is made if not a full calendar year;
 - c. For the last full year prior to production of records, all records pertaining to any employee benefits, including but not limited to health insurance (including medical, dental and other healthcare related), retirement benefits including employer matching, deferred compensation, stock options, life or disability insurance, car lease and expense reimbursement, cell phone or computer use or lease paid, frequent flyer miles, vacation, sick leave, paid leave, country club, health club, or other memberships or dues.
 - d. Copies of any retirement plan and health care plan including family and dependent coverage in effect for the employee. Copies of any employment agreement or stock option agreement or non-compete agreement.
 - e. Inclusive dates of employment for any consecutive and non-consecutive periods for the last five years