

STATE OF NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION

COUNTY OF \_\_\_\_\_

FILE NO.: \_\_\_\_\_

\_\_\_\_\_, )  
 )  
 Plaintiff, )  
 )  
 vs. )  
 )  
 \_\_\_\_\_, )  
 )  
 Defendant. )  
 \_\_\_\_\_ )

**EMPLOYER AFFIDAVIT**

\_\_\_\_\_ (payroll officer or employee), being duly sworn, deposes and says:

That he/she is an employee of \_\_\_\_\_; that the Plaintiff/Defendant in the above-entitled action, is and/or was an employee of \_\_\_\_\_; that the record attached hereto of Plaintiff/Defendant's earnings, deductions, company benefits and length of employment is true and correct to the best of affiant's information and belief.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Affiant (owner/personnel officer)

\_\_\_\_\_  
Title:

Subscribed and sworn to before me  
this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

EARNINGS INFORMATION

1. Earnings last calendar year (20\_\_\_\_), including bonus, if any:
  - a) gross: \$ \_\_\_\_\_
  - b) net: \$ \_\_\_\_\_
  
2. Present rate of pay: \$ \_\_\_\_\_ per \_\_\_\_\_.  
If paid on production or commission, what is present average gross pay? \$ \_\_\_\_\_  
per \_\_\_\_\_.
  
3. How often is employee paid? \_\_\_\_\_
  
4. Number of hours working and shift hours that employee works per day:  
\_\_\_\_\_
  
5. Number of days working and days that employee works per week:  
\_\_\_\_\_
  
6. Deductions from gross pay per pay period:
  - a) State taxes: \$ \_\_\_\_\_
  - b) Federal taxes: \$ \_\_\_\_\_
  - c) FICA: \$ \_\_\_\_\_
  - d) Medical Insurance\*: \$ \_\_\_\_\_
  - e) Disability Insurance \$ \_\_\_\_\_
  - f) Life Insurance \$ \_\_\_\_\_
  - g) Health Savings Plan \$ \_\_\_\_\_
  - h) Retirement / 401K \$ \_\_\_\_\_

\*How much of medical insurance premium is allocated for coverage of children?  
\$ \_\_\_\_\_ per \_\_\_\_\_.

\*How much of medical insurance premium is allocated for coverage of spouse?  
\$ \_\_\_\_\_ per \_\_\_\_\_
  
7. Number of exemptions claimed: \_\_\_\_\_
  
8. Date employee last paid: \_\_\_\_\_  
How many pay periods, if any, are employee's earnings retained by employer?  
\_\_\_\_\_
  
9. Earnings this calendar year ( ) through date employee last paid, including bonus, if any:
  - a) gross: \$ \_\_\_\_\_
  - b) net: \$ \_\_\_\_\_

10. Is employee paid a bonus? \_\_\_\_\_  
 If "yes," explain:  
 a) How computed: \_\_\_\_\_  
 b) When paid and how often: \_\_\_\_\_  
 c) Amount paid last calendar year: \_\_\_\_\_  
 d) Amount paid this calendar year: \_\_\_\_\_
11. What pay increase, if any, has employee received in past twelve (12) months?  
 Increase amount(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Date(s) received: \_\_\_\_\_
12. Nature of employment: \_\_\_\_\_  
 \_\_\_\_\_
13. Amount paid by employer on employee's behalf for:
- |                          |          |           |   |
|--------------------------|----------|-----------|---|
| a) Medical insurance:    | \$ _____ | per _____ | . |
| b) Disability insurance: | \$ _____ | per _____ | . |
| c) Dues:                 | \$ _____ | per _____ | . |
| d) Retirement:           | \$ _____ | per _____ | . |
| e) Reimbursed Expenses:  | \$ _____ | per _____ | . |
14. Amount of overtime employee worked in the past twelve (12) months.  
 \_\_\_\_\_
15. Amount of overtime that was **available** to employee in the past twelve (12) months.  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Please attach copies of employee's eight (8) most recent pay stubs.
17. Please describe changes employee should expect, if any, within three months in job description, compensation and/or working hours:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
18. If not previously described herein, please describe changes, if any, employee has had within past twelve months in job description, compensation and/or working hours:  
 \_\_\_\_\_

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19. Is health insurance available to the Employee? \_\_\_\_\_

20. What would be the cost of insurance to the Employee for coverage of one minor child?\_\_\_\_  
\_\_\_\_\_

21. If the Employee has been terminated, please explain how the reason for said termination and when Employee was terminated:

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