

Office of the State Controller

Return to: OSC NCAS Help Desk
Address 1410 Mail Service Center
Raleigh, NC 27699-1410



Vendor Electronic Payment Form

Telephone: 919-875-4357

Fax: 919-981-5561

For your convenience and benefit, the State of North Carolina offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit either by fax or by e-mail. The fax or e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, attach a voided check and return both to the address above.

● **PRINT the following information.**

Payee Name: _____

Federal ID # / Social Security #: _____

Bank Name: _____

Bank Routing Number: _____

Checking Account #: _____

Savings Account #: _____

Remit Address(es) for Applicable Account(s): _____

● **FAX or E-MAIL ADDRESS for payment notification.**

(Place a check mark in front of the method of notification that you prefer.)

E-mail Address: _____

FAX #: _____

Authorized Signature: _____

Date: _____

Print Name: _____

Title: _____

● **ATTACH VOIDED CHECK**

Large dashed rectangular box for attaching a voided check.