



County name _____

Return Request to:
Administrative Officer
NCDA&CS
1614 Mail Service Center
Raleigh, N.C. 27699-1614
Phone: 919.715.6105

North Carolina Department of Agriculture
and Consumer Services
Steve Troxler, Commissioner

Catherine Stogner,
Director
Budget & Finance

ELECTRONIC PAYMENT REQUEST FORM

For your convenience and benefit, the State of North Carolina offers supervisor travel reimbursement 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 may also be notified of the deposit electronically, 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.

- **ATTACH A VOID CHECK, PRINT THE INFORMATION BELOW and MAIL to DSWC Administrative Officer at the address above.**

Payee Name _____

Federal ID # / Social Security # _____

Bank Name _____

Bank routing number _____

() Checking account # _____

() Savings account # _____

- FAX number or e-mail address for payment notification. **Place a check mark in front of the method of notification you prefer.**

() FAX # (_ _ _) _ _ - _ _ _ _ OR

() E-mail address _____

Authorized Signature: _____ Date: _____

Title: _____

() Phone # (_ _ _) _ _ - _ _ _ _

(ATTACH A VOID CHECK)