

NC ADMINISTRATIVE OFFICE OF THE COURTS

Employee Payment Verification Form

For your convenience and benefit, the North Carolina Administrative Office of the Courts offers 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 will be notified of the deposit electronically, either by fax or by email. A void check must be attached for verification of account.

Indicate Action

Add Change Delete

Employee Name

Social Security Number (Last 4 Digits)

XXX-XX-

Bank Name And Location

A VOID CHECK MUST BE ATTACHED FOR VERIFICATION OF ACCOUNT

Bank Name And Location

Bank Routing Number

Bank Account Number

Checking _____ **OR** Savings _____

ELECTRONIC NOTIFICATION INFORMATION

An email notification can only be used if you have the capability to view attachments, otherwise you must use a fax notification. The fax or email will provide you with all the information that would normally be on your check stub. Please note that only one method of notification can be chosen.

Facsimile Number: (_____) _____

OR

Email Address: _____

AUTHORIZATION FOR DIRECT DEPOSIT

Authorized Signature

Date

Title

Telephone Number

Please complete the form, attach copy of voided check and return to:

Administrative Office of the Courts
Financial Services Division
Attn: Sue Cunningham
PO Box 2448
Raleigh, NC 27602

Telephone: 919-890-1001

Email: faasec@nccourts.org