Quick Tips for ACH Request Processing

- Ensure all required fields are completed on the Supplier Electronic Payment Request (ePay) form and the required supporting bank document is attached to the form:
    - current voided check,
    - bank statement,
    - or bank letter on bank letterhead signed and dated by a bank representative

NOTE: **Direct deposit slips and starter checks are not acceptable.**

- Submit the ePay form and supporting bank document to:
    - ncfsepay@ncosc.gov **(Using email requires the sender to encrypt the email before sending to OSC)**
    - FAX to 919-875-3804,
    - or mailed to OSC - NCFS Support
        - 1410 Mail Service Center | Raleigh, NC 27699-1410

- Once the ePay form and supporting bank document have been reviewed, the remittance email recipient (the supplier) on the form will receive either:
    - a rejection email advising corrections needed
    - or link to the required Security Verification form. **The link will require your attention prior to processing the ePay Form**. Please provide invoice and payment details for **any** recent payment from **any** State of North Carolina Agency you are doing business with.

- Upon the completion of ACH setup, remittance email recipient will be advised via email. All other payment details will be provided by the State of North Carolina Agency you are doing business with.

- State of North Carolina Agencies may access ePay setup statuses via NCFS Report RPTPO009.

Please allow 30 business days for review and processing. Upon review you will be notified via email from ncfsepay@ncosc.gov.

The PDF below is a fillable form and works best when downloaded and opened with Adobe Acrobat.

View Attachment(s)

Supplier Electronic Payment Form.pdf

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