



North Carolina
Office of the State Controller

Mandatory Direct Deposit Notification

(To be signed by all new hires, and rehires on and after August 1, 2007)

In accordance with the State Controller's Policy issued July 1, 2007, as a condition of employment, a person hired or appointed to a position in a state agency on or after August 1, 2007, and who is serviced by a payroll center administered by the Office of the State Controller, shall be required to accept all payroll related payments by direct deposit. The policy may be viewed at the State Controller's Website - http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html.

I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 30 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal.

Applicant Name (Please Print) _____

Applicant Signature: _____ Date: _____

To be completed by employing agency:

Advertised Position #: _____ Position Title: _____

Hiring Agency Name: _____

Hiring Supervisor or HR Official: _____

Copy 1 - Agency Human Resources Office; Copy 2 – Employee