



State of North Carolina
Office of the State Controller

Beverly Perdue
Governor

David McCoy
State Controller

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«WKPRINTADDRESS1»
«WKPRINTADDRESS2»
«WKPRINTADDRESS3»
«WKPRINTADDRESS4»
«WKPRINTADDRESS5»
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Dear Sir/Madam:

Enclosed is a copy of the Payment Verification Form. The North Carolina Office of the State Controller received this information from the state government agency that is paying you for goods or services that you provided. This form is to confirm that this information is correct. **Please correct any information on the form that is not correct and complete the remaining blanks on the form, if applicable. Then return the form to the address on the top of the form, or fax to (919) 981-5561 as soon as possible.** This will assure that any future payments will be correct. If you do not complete and return the form to us within 60 days, you will receive a duplicate form.

Completing and returning this form will **not** affect your Social Security payments, tax refunds, welfare checks, AFDC checks or any other entitlement checks.

If you have any questions about this form, please visit our web site at the following location:
http://www.osc.nc.gov/VPForm/Payment_Verification_Form_Information.html or
call (919) 707-0795 and state that you have a question about the Payment Verification Form.

If you have questions about your payment, please contact the State agency with which you are doing business. The State Controller's Office controls the accuracy of these files but does not have information about your payment.

Businesses cannot substitute a W-9 for this form.

Your cooperation is greatly appreciated.

Thank you.

Attention Vendors! Vendors that regularly receive payments from State agencies may choose to have payments deposited electronically. Instructions and the form are located at: www.osc.nc.gov/vendorepayform . The Payment Verification Form on the back of this letter **must** be returned to verify information in our central files even if you do not choose to have payments deposited electronically.

Please contact the OSC Support Services Center at (919) 707-0795 with any questions.

1410 Mail Service Center • Raleigh, North Carolina 27699-1410 • Telephone (919) 707-0795

State Courier 56-50-10 • FAX 919-981-5561

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