



State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

December 5, 2001

MEMORANDUM NO. PR2001-025

TO: All Agencies Served by the State Controller's Office
Payroll section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Colonial Life Cancer Policy
DW387 Envelopes For Direct Deposits
W-2 Envelopes
Retirement Adjustment Funds

Please note the following items:

COLONIAL LIFE & ACCIDENT INSURANCE COMPANY

Colonial Life & Accident Insurance Company mailed a letter dated November 14, 2001 to some agencies. The subject of the letter concerned the sale of their Cancer Advantage Policy to Central United Life Insurance Company. The letter did not provide an address or contact name for Central United Life Insurance Company. The letter stated that any questions from now to December be directed to Colonial's Plan Administrator Service Center.

When our office contacted the Colonial Plan Administrator Service Center today, we asked them for a contact name, contact telephone number and the address for Central United Life Insurance Company. We were told that the requested information would not be available until later this month, (December). Without the requested information, we are **NOT ABLE** to set up an inactive deduction slot for the month of December. If the requested information is received toward the end of December, we will set up an inactive slot for January. It is our understanding that some agencies have been provided with a listing of employees with deduction amounts for Central United. **These changes should not be made until we notify your agency that an inactive payroll deduction slot has been set up.** If there are any questions concerning this situation, please contact our office.

DW387 ENVELOPES USED FOR DIRECT DEPOSIT FORMS

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10

LOCATION
3512 Bush Street
Raleigh, NC

Website: www.osc.state.nc.us/OSC/

An Equal Opportunity/Affirmative Action/Americans With Disabilities Employer

The DW387 envelopes this year have smaller windows than the ones used for last year. Our programmers have corrected the December Direct Deposit Form to handle this situation. The new DW387 envelopes that you ordered from the two sources will now work for those employees with four lines of address plus the name.

DW387 W-2 ENVELOPES

The DW387 W-2 envelopes are not available through our office this year. Your agency should order your own supply of these envelopes from Safeguard ((800) 438-5507) or Data Imaging ((828) 322-8295). This year's DW387 envelopes will also work correctly for employees having four lines of address following their name.

RETIREMENT ADJUSTMENT FUNDS

Some agencies have not forwarded their checks to our office for the retirement percentage correction. Your agency check should be received in our office by December 11, 2001. Please give this matter your immediate attention.