

## **C Series Laser Check Printing Signature Request form**

**NOTE:** This request form should only be signed by an individual listed on your agency's Delegation of Disbursing Authority form. Delegation of Disbursing Authority form link:

<https://www.osc.nc.gov/state-agency-resources/state-disbursing/disbursing-accounts/delegation-disbursing-authority-agencies>

1. Please sign within the signature block below. Please use **ONLY** a black felt-tip pen and **DO NOT** use ballpoint or roller pens. Ballpoint and roller pens will create gaps in the signature when digitized.

**(Do not exceed the outer boundary)**

2. Enter Signer's full name

First Name	Middle Name	Last Name

3. Call OSC Support Services (919-707-0795) to create a ticket for C Series signature request.

4. Please provide return address for signature request:

- Agency name
- Agency contact name
- OSC ticket number
- Mail service center info

5. Mail or deliver this page to the following:

**Office of the State Controller**  
**Attention to: Support Services**  
**1410 Mail Service Center**  
**Raleigh, NC 27699-1410**

6. For any questions, please call 919-707-0795.