

## Electronic Payment Information

Suppliers will need to complete the Electronic Payment form (Epay Form) if they wish to be setup to be paid electronically or if they have a change in banking information or remittance contact information:  
<https://www.osc.nc.gov/supplier-electronic-payment-form-instructions/open>

The form can be submitted one of the following ways:

- Fax to 919-875-3804
- Mail the form to OSC - NCFSS Support | 1410 Mail Service Center | Raleigh, NC 27699-1410
- [ncfsepay@osc.nc.gov](mailto:ncfsepay@osc.nc.gov) if you wish to send via email

Once NCFSS Data Team receives the Electronic Payment Form (Epay Form) from the supplier, an email will be sent to the supplier and the agency contact provided on the Epay Form to complete safeguard security questions.

Upon receipt of the completed safeguard security questions (from supplier and agency contact), the Data team will verify the information received back from the supplier and agency.

Electronic payment record will be established for supplier record.

**\*Please allow 30 days for processing\***