**CSeries 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 of roller pens. Ballpoint and roller pens will create gaps in the signature when digitized.

# (Do not exceed the outer boundary)

|  |
| --- |
|  |

1. Enter Signer’s full name

|  |  |  |
| --- | --- | --- |
| First Name | Middle Name | Last Name |
|  |  |  |

1. Call OSC Support Services (919-707-0795) to create a ticket for CSeries signature request.

1. Please provide return address for signature request:

Agency name

Agency contact name

OSC ticket number

Mail service center info

1. 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**

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