

**STATE OF NORTH CAROLINA
STATE TREASURER'S ELECTRONIC PAYMENTS SYSTEM (STEPS)
STEPS-IN EFT AUTHORIZATION FORM**

State Agency Name: <u>North Carolina State University</u>	
Program Name: <u>Extension Payroll (Send-in Program)</u>	Batch Name: <u>NCSUEXT</u>

Check One:	<input type="checkbox"/> Initial Sign-up <input type="checkbox"/> Change

PARTICIPATING ENTITY INFORMATION	
ID#:	_____ (Assigned by State Agency)
Entity Name:	_____
Entity Address:	_____ _____

FINANCIAL INSTITUTION ACCT. INFO:	
Institution Name: _____	
Institution Address: _____	
Transit/Routing #:	_____ (Nine Digits)
Bank or NCCMT Acct. #	_____ (Include any leading zeros)
Type of Acct.	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> NCCMT (Check One)

OLD FINANCIAL INSTITUTION ACCT. INFO.: (Complete Only if a Change)	
Institution Name: _____	
Transit/Routing #:	_____ Acct. #: _____

PARTICIPATING ENTITY AUTHORIZATION:	
<p>I, on behalf of the participating entity indicated above, hereby authorize the North Carolina State Treasurer, his successors and his agents, at the direction of the State agency indicated above, to:</p> <p>(a) redeem shares of the above designated NCCMT account and to instruct the NCCMT, its transfer agent, or any of their agents to send the proceeds of such redemptions to any account designated by the State Treasurer; and/or</p> <p>(b) initiate ACH debit entries against the above designated bank account, for moneys due the State agency for the referenced program name, pursuant to the "Established Operational Procedures for State Treasurer's Electronic Payments System," which may be in effect from time to time. This authorization is to remain in full effect until the State Agency and State Treasurer have received written notification from me of its termination.</p>	
Finance Officer's Name:	_____ Tel: _____
Signature: _____	Date: _____

MAIL COMPLETED FORM TO: N. C Cooperative Extension Service NCSU PO Box 7917 Raleigh, NC 27695	State Agency Use Only:	State Treas. Use
------------------------------------------------------------------------------------------------------------------	------------------------	------------------