



## ***Are you new? Has your information changed?***

**If you are an expert or investigator,  
follow these simple steps to be paid for your work:**

**Step 1:** Establish yourself as a supplier (vendor) in the new North Carolina Financial System (NCFS) by completing the **NC Substitute W-9** form.\*

- This form should be mailed to Indigent Defense Services, c/o Shannon Simmons, PO Box 2448, Raleigh, NC 27602. **OR** fax securely to 919-890-1922.
- Setup is typically done within five business days from receipt of the form.
- You will receive notification once you have been set up in NCFS; then you may proceed to Step 2.

**\*IMPORTANT:** Complete an **NC Supplier Change Form** anytime one or more of the following changes:

- Tax identification number (hereby “TIN”); or
- Business or law firm name; or
- Business address; or
- Personal name (marriage, divorce)
- The information you provide on the Sub W-9 must match IRS records.

**Step 2:** Avoid delays in compensation for your services; fill out the new **ePay/direct deposit form**.

- Electronic payment forms cannot be submitted until Step 1 is complete.
- This form must be sent SECURELY to: [ncfsepay@ncosc.gov](mailto:ncfsepay@ncosc.gov)
- Only the OSC can perform this setup.