



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

November 17, 2005

## MEMORANDUM

**TO:** Business Managers  
Local Educational Authority Finance Officers

**FROM:** Pam Wortham  
Deputy Treasurer for Financial Operations  
Department of State Treasurer

Amber Young  
Central Compliance Manager  
Office of the State Controller

**SUBJECT:** Instructions for Conversion to New EFT Master Services Agreement (MSA)

The State Treasurer's publication, "Banking Services Handbook" (page 44) describes the conditions under which the Department of State Treasurer (DST) will pay for ACH Origination services to support payroll for community colleges and Local Education Agencies (LEAs). The publication can be viewed at the following site: <http://www.nctreasurer.com/DSThome/FinOperations/Publications.htm>

Some colleges and LEAs take advantage of the opportunity to have the bank service fees for ACH payroll be paid by DST, while others make separate arrangements. The opportunity is an advantage for some colleges/LEAs, while not an advantage for others, depending upon the banking relationships established.

For those colleges and LEAs securing their services through DST, and for those utilizing Wachovia Bank, it will be necessary for an "Agency Participation Agreement" (APA) to be executed. The APA is the result of a new contract that DST and the Office of the State Controller (OSC) have entered into with Wachovia, effective October 1.

The new contract allows the DST to acquire a much better pricing arrangement for entities that are included under the master contract. Going forward, each community college and LEA securing services from Wachovia Bank, for which DST pays the service fees, the college/LEA will be included under the master contract.

Enclosed are a Participation Agreement and Participant Profile Form that you should execute if you are currently using Wachovia or desire to start using Wachovia. The Participation Agreement should be completed in quadruplicate and returned to OSC. After execution by all parties, a copy will be returned to you. The Participant Profile Form should be returned to OSC at the address on the form.

Colleges and LEAs that utilize a bank other than Wachovia Bank do not have to execute this APA. However, we would encourage you to review your business cases for the potential of using Wachovia.

MAILING ADDRESS  
1410 Mail Service Center  
Raleigh, NC 27699-1410

Telephone: (919) 981-5454  
Fax Number: (919) 981-5567  
State Courier: 56-50-10  
Website: [www.ncosc.net](http://www.ncosc.net)

LOCATION  
3512 Bush Street  
Raleigh, NC

Additionally, colleges and LEAs that utilize Wachovia Bank, but pay for its services (services not paid for by DST), do not have to execute this APA.

Questions regarding the payroll services acquired through DST may be addressed to Keith Leonard, Assistant Controller, Banking Operations, telephone (919) 508-5907, email address: [keith.leonard@nctreasurer.com](mailto:keith.leonard@nctreasurer.com) .

For payments other than payroll (i.e., vendor payments), Community Colleges and LEAs have the opportunity to participate under the Master Service Agreement (MSA) on a voluntary basis. In such cases, the college/LEA pays for the services, but according to the MSA's pricing schedule.

Questions regarding the optional vendor services available through the MSA may be addressed to Amber Young, Central Compliance Manager, telephone (919) 981-5481, email address: [ayoung@ncosc.net](mailto:ayoung@ncosc.net) .

Additional information about the new EFT Master Services Agreement can be viewed at the OSC's Web site:  
<http://www.ncosc.net/SECP/EFT-MSA2005.pdf> .

Thank you for your attention to this matter.

**Attachments:**

Agency Participation Agreement: [MS Word \(.doc\)](#) | [Adobe Acrobat \(.pdf\)](#)

Participant Profile Form: [MS Word \(.doc\)](#) | [Adobe Acrobat \(.pdf\)](#)

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