

## DOR Check Requirements

Step	Action
1.	<p>The check must be written to one of the following:</p> <ul style="list-style-type: none"> <li>• NC Department of Revenue</li> <li>• Department of Revenue</li> <li>• NCDOR</li> <li>• DOR</li> </ul>
2.	<p>The following payor details must be printed on the check:</p> <ul style="list-style-type: none"> <li>• Name (individual or business name)</li> <li>• Address</li> <li>• City</li> <li>• State</li> </ul> <p>NOTE: Starter checks (checks that do not have this information printed on them) are not permitted. This information cannot be handwritten.</p>
3.	<p>The check must have a printed:</p> <ul style="list-style-type: none"> <li>• Check number</li> <li>• Routing number (printed across the bottom)</li> <li>• Account number (printed across the bottom)</li> </ul>
4.	<p>The following cannot appear on the check:</p> <ul style="list-style-type: none"> <li>• Void / Voided</li> <li>• Non-negotiable</li> <li>• Copy</li> <li>• Call to verify</li> </ul>
5.	<p>Additional details:</p> <ul style="list-style-type: none"> <li>• The date of the check cannot be post-dated</li> <li>• The check can be foreign, but the funds must be USD, issued from a US bank.</li> <li>• The amount written must match the numerical value (Example: Two Thousand Five Hundred Dollars and 00/100 and \$2500)</li> <li>• Signature is present on signature line</li> <li>• Check is written in blue or black pen ink only; no pencil</li> </ul>
6.	<p>“JDIG” followed by the Grant number(s) must be written in the memo field.</p> <p style="text-align: center;"><i>NOTE: Nothing may be written below the memo line.</i></p>
7.	<p>The check must be clear, readable, and not torn, to ensure good scan quality.</p>

Checks not meeting any of the standards listed above cannot be submitted to DOR and must be replaced with a check meeting these standards by the GAR deadline of March 1, 2023.

*Checks returned by the payor’s bank for any reason (Insufficient Funds, Stop Payment, Refer to Maker) may incur DOR returned check fees and could result in reduction or loss of grant payment.*