

FREQUENTLY ASKED QUESTIONS: PUBLIC DEFENDER AND IDS EMPLOYEE PARKING & STATE BAR DUES REIMBURSEMENT

JUNE 15, 2022, UPDATED JULY 28, 2022

1. Who is eligible to submit a request for reimbursement?
 - For employee parking, any employee other than those who work at 123 W. Main Street, Durham NC, who must pay for daily parking at their assigned duty station is eligible for reimbursement up to \$100 per month during the reimbursement period.
 - IDS or state defender office employees who work at 123 W. Main Street, Durham NC are eligible for parking reimbursement during the reimbursement period, subject to availability of funds, at the following rates:
 - Those with an annual base salary (exclusive of any longevity pay) at or below \$75,000 are eligible for reimbursement of up to \$100/month.
 - Those with an annual base salary (exclusive of any longevity pay) above \$75,000 are eligible for reimbursement of up to \$50/month.
 - For North Carolina State Bar dues, an attorney who has been employed for a minimum of one year and is a member of the North Carolina State Bar is eligible for reimbursement of State Bar dues. This includes the membership dues (currently \$300.00) and the Client Security Fund assessment (currently \$25.00)¹.
 - Reimbursement is not available for local bar dues, bar association dues, North Carolina State Bar late fees, online payment convenience fees (currently \$8.00), North Carolina State Bar Paralegal Certification Application or Exam fees, or for Bar dues paid to any state Bar other than North Carolina.
2. What are the reimbursement periods?
 - Parking reimbursement will take effect for fiscal year 2022-2023. Reimbursements will be made once per year, from July 01 through August 01 (the reimbursement period). The first reimbursements will be payable from July 01, 2023, through August 01, 2023, for parking receipts from July 01, 2022, through June 30, 2023.
 - Reimbursement for State Bar Dues will take effect beginning on June 15, 2022, for NC Bar Dues paid for 2022. Requests must be submitted **no later than July 31 each year**.
 - Parking and NC State Bar dues reimbursements are only payable to persons employed during the reimbursement period. An employee who has separated from employment at the time reimbursements are issued is not entitled to reimbursement, even if

¹ If a correct and complete reimbursement request is submitted for only the membership dues (currently \$300.00) and not the Client Security Fund assessment (\$25.00), the full \$325.00 paid will be reimbursed.

parking or Bar dues receipts were incurred during employment.

3. What forms of payment are used to make reimbursements?

- 2022 NC State Bar dues reimbursements will be issued by either check or electronic pay/direct deposit.
- Effective July 01, 2023, parking and NC State Bar dues reimbursements will be issued only through electronic pay/direct deposit (see attached direct deposit form).
 - The direct deposit form must be completed and submitted for electronic payment. This form must be submitted even if you already receive electronic deposit for your paychecks (different systems are used for each).

4. How do I get reimbursed?

- For employee parking, please submit a completed [AOC-A-7 Reimbursement Form](#) and parking receipts for the prior 12 months to the Accounts Payable team in the IDS Fiscal Division **no sooner than July 01 and no later than August 01** (the reimbursement period).
 - The reimbursement form must be signed by the employee's supervisor, or the supervisor's designee².

The forms and scanned parking receipts must be sent in PDF by email to both:

- Aaron.m.gallagher@nccourts.org; and
- Amy.m.ferrell@nccourts.org

- To request reimbursement for NC State Bar dues please submit a completed [AOC-A-7 Reimbursement Form](#) and a receipt for payment of the annual NC Bar dues to the Accounts Payable team in the Fiscal Services Division **no later than July 31 each year**.
 - The reimbursement form must be signed by the employee's supervisor, or the supervisor's designee².

The forms and scanned receipts for annual NC Bar dues must be sent in PDF by email to both:

- Aaron.m.gallagher@nccourts.org; and
- Amy.m.ferrell@nccourts.org

- For all requests for 2023 and after please make sure that you are set up for electronic pay/direct deposit (See question #3).

5. How do I attest for the reimbursement?

- Per the NCAOC forms, the employee's signature certifies that the employee is providing a true and accurate statement and complies with Judicial Branch policy.

6. What if I lost my receipt?

- A dated receipt must be submitted to receive reimbursement.

² If the reimbursement form is signed by a supervisor's designee this must be indicated in a note with the signature (ex., "Susan Perry for Mary Pollard"). Reimbursement forms for employees in executive positions (IDS Director, Chief PD, Parent Defender, etc.) should be submitted with no supervisor signature, these will be approved and signed by the CFO.

7. How often can I request reimbursement, is there a deadline?
 - Parking: Reimbursements must be requested only on an annual basis. Parking reimbursement requests for the prior 12 months must be submitted between July 01 and August 01 of each year (the reimbursement period). The first reimbursements will be made between July 01 and August 01, 2023.
 - NC Bar Dues: For calendar year 2022, NC State Bar dues reimbursement requests should be received no later than July 31, 2022.
8. Can I receive a retroactive reimbursement?
 - The employee parking reimbursement policy becomes effective for IDS on July 01, 2022. Expenses incurred on or after that date are eligible for reimbursement during the reimbursement period.
 - North Carolina State Bar dues paid between January 1 and June 30, 2022, are eligible for reimbursement if submitted prior to July 31, 2022.
9. Can I receive a reimbursement if I pre-pay?
 - Parking reimbursements are only allowed after the service has been rendered. Reimbursements must be requested only on an annual basis. Parking reimbursement requests for the prior 12 months must be submitted between July 01 and August 01 of each year.
10. How is IDS paying for parking and bar dues? Reimbursement or direct pay to the vendor?
 - Parking payments are processed as reimbursements to the employee.
 - Currently all bar dues payments are processed as reimbursements to the employee. Beginning in calendar year, 2023 NCAOC and IDS seek to have an automated process in place where State Bar dues will be paid directly to the North Carolina State Bar on behalf of eligible employees. More information about this process will be forthcoming.
11. Is this a permanent, recurring program?
 - Yes, subject to and pending the availability of funding.
12. Are, receipt funded (grant or contract) employees eligible for the reimbursement?
 - Yes. Reimbursements will be allowed from grant/contract funds if the budget allows and supports the expense. If the grant/contract budget approved by the funding agency does not allow the parking or bar dues expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.
13. What if there are not enough grant/contract funds to cover reimbursement?
 - If the grant/contract budget approved by the funding agency lacks sufficient funds to cover the parking or bar dues expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.

NC ADMINISTRATIVE OFFICE OF THE COURTS
Employee Payment Verification Form

For your convenience and benefit, the North Carolina Administrative Office of the Courts offers the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you will be notified of the deposit electronically, either by fax or by email.

Indicate Action

Add Change Delete

Employee Name _____

BEACON Number _____

A VOID CHECK MUST BE ATTACHED FOR VERIFICATION OF ACCOUNT

Bank Name And Location _____

Bank Routing Number _____

Bank Account Number _____

Checking _____ **OR** Savings _____

Attach Voided Check Here

ELECTRONIC NOTIFICATION INFORMATION (Field Required)

An email notification can only be used if you have the capability to view attachments, otherwise you must use a fax notification. The fax or email will provide you with all the information that would normally be on your check stub. Please note only one method of notification can be chosen.

Facsimile Number: (_____) _____

OR

Email Address: _____

AUTHORIZATION FOR DIRECT DEPOSIT

Authorized Signature _____

Date _____

Title _____

Telephone Number _____

Please complete the form, attach copy of voided check and return to:

Administrative Office of the Courts
Financial Services Division
Attn: Bank e-Pay Team
PO Box 2448
Raleigh, NC 27602

Telephone: (919) 890-1053
Email: FSDBankePay@nccourts.org