



Are you new? Has your information changed?

If you are a PAC attorney or a MAC/IDS Contractor, follow these simple steps to be paid for your work:

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

*Complete an [NC Supplier Change Form](#) anytime your information changes.

The information you provide on the Sub W-9 must match IRS records:

- Tax identification number (hereby “TIN”); or
- Business or law firm name; or
- Business address; or
- Personal name (marriage, divorce)

Step 2: Avoid delays in compensation for your services; fill out the new [ePay/direct deposit form](#).

Step 3: Complete your fee app and submit it through Odyssey (in eCourts counties), or to your local clerk’s office upon the disposition of each case. Use [this checklist](#) for guidance on completing a paper fee app.**

Regardless of the system used to process your payments, the steps above are the same for any/all attorneys who are to be paid out of the IDS budget, except for state-paid public defenders.

PAC:

The [Online Attorney State Invoice System \(OASIS\)](#) is coming to all eCourts counties for PAC who do non-capital, adult criminal casework at the trial level.

Currently, PAC fall into one of these three categories:

PAC using OASIS

PAC in eCourts counties
NOT YET using OASIS

PAC still using paper fee
apps (PAC in non-eCourts
counties, not yet
using OASIS)

MAC:

Managed Assigned Counsel (MAC) attorneys/IDS Contractors will begin using the [defenderData](#) reporting tool **June 10, 2024, to submit monthly expenses to IDS for payment.