

May 4, 2016

TO: All Local ABC Boards (REMINDER)

RE: Bailment & Surcharge checks

As a reminder, please follow the guidelines below when issuing your Bailment & Surcharge checks so we can process them without delay:

Bailment & Surcharge checks should be made payable to: NC ABC Commission – Bailment & NC ABC Commission – Surcharge.

Please list all complete invoice numbers you are paying, including credit invoice numbers, on your check stub – OR – send copies of all invoices you are paying. Be sure to deduct your credits because they stay on your account until you deduct them from your invoices.

Don't forget your invoices for add on, allocations & specials.

You can write one check for all Bailment invoices & one check for all Surcharge invoices. You do not have to write checks for each invoice separately.

Please do not staple your checks to your invoices. This can cause your checks to be torn when opening the envelope.

Please double check your calculations before writing your checks. If a check is returned to the ABC Board for any reason, please void the check & issue a new one. Do not issue a separate check for the difference when mistakes are made. EX: if your check is short, do not send a separate check for the difference. We can only enter one check number in our system when processing your checks. WE CANNOT PROCESS CHECKS THAT DO NOT BALANCE.

The ABC Commission will not accept any checks that do not meet these guidelines.

Thank you for your attention to these requests.

Regards,



Barry Lee
Project Manager