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## **Vendor Checks**

To ensure timely payment of employee deductions, Vendors must provide specific data to Central Payroll Bureau (CPB). Upon receipt, a payment profile will be created in the State's financial system. This information will be used to generate paper check payments to the Vendor. To establish the payment profile, the following information is required:

1. Company's mailing address, phone number, fax number and email address.
2. **Payment by Paper Checks** – Unless specified, Vendor payments will be sent as paper checks. The company information that is provided will be used for this purpose. It's important that CPB have current address information at all times. If not, checks may be mailed to an incorrect address. It will be the Vendor's responsibility to alert CPB of any address changes.