

How to Submit Financial Paperwork to UNC School of Government

The UNC School of Government requests several forms from our clients and vendors in order to process payments. These forms can include ACH forms and W9s, but they may also include other forms that contain sensitive information. In some cases the vendor may not feel comfortable submitting this information via email, and in other cases email submission is prohibited by UNC policy.

You may notice that these forms direct vendors to submit the paperwork to a central UNC office. However, **please make sure to instruct vendors to submit all paperwork directly to the School of Government Business Office via one of the methods described below.** Any forms submitted to a Central UNC office will likely not be received by the School of Government Business Office.

Please direct all clients and vendors to submit paperwork via one of the four options below (listed in order of preference):

1. Submit via secure fax by faxing paperwork to 919-962-2709
2. Submit via secure OneDrive link sent from Anitra Jones of the UNC School of Government Business Office (see instructions below)
3. Hand deliver by person or proxy
4. Submit via mail to Anitra Jones at the following address:

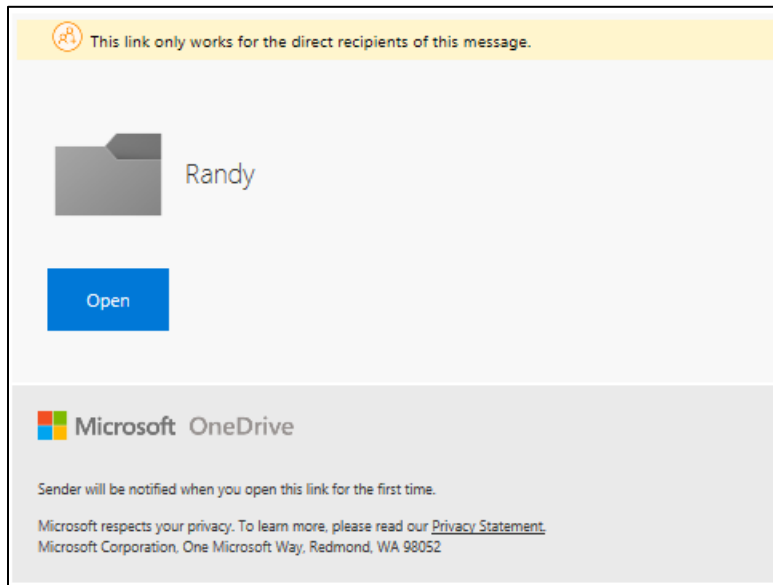
Anitra Jones
UNC School of Government
400 South Road
Knapp-Sanders Building, Campus Box 3330
Chapel Hill, NC 27599

Anitra Jones will contact the client or vendor if there are any questions after we receive the paperwork. Please mention to the client or vendor that Anitra will contact them if needed.

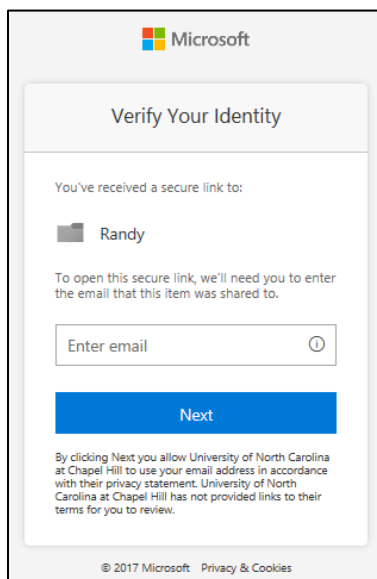
Instructions for Submitting via OneDrive Link

Client or Vendor:

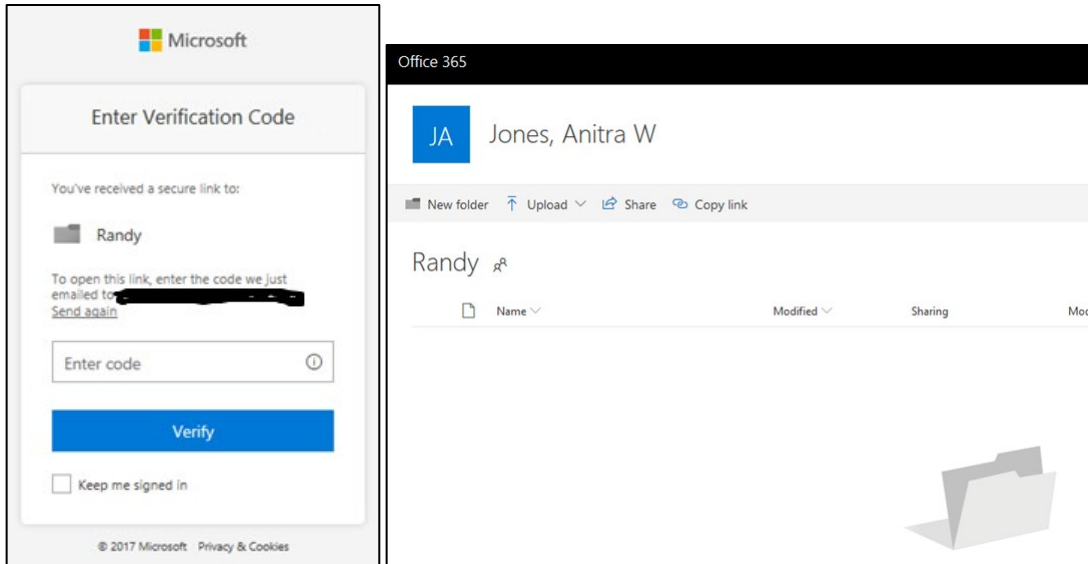
1. Open e-mail from Anitra Jones (ajones@sog.unc.edu) and click “Open”.



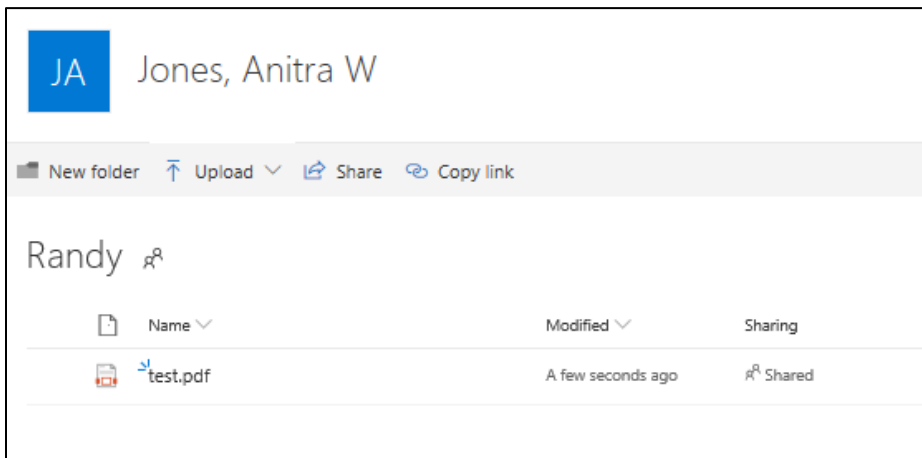
2. New webpage opens, enter e-mail address for verification. A code will be sent via e-mail (make sure to check Junk mail folder if the message doesn't immediately arrive).



3. Enter code. A new webpage will appear with the option to upload a file.



4. Upload W-9.



5. E-mail ajones@sog.unc.edu to let her know the file has been uploaded. Once we receive the file, we will notify client if there are any questions or concerns