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".

This link only works for the direct recipients of this message.				
Randy				
Open				
Microsoft OneDrive				
Sender will be notified when you open this link for the first time.				
Microsoft respects your privacy. To learn more, please read our <u>Privacy Statement.</u> Microsoft Corporation, One Microsoft Way, Redmond, WA 98052				

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).

Microsoft		
Verify Your Identity		
You've received a secure link to:		
Randy		
To open this secure link, we'll need you to enter the email that this item was shared to.		
Enter email		
Next		
By clicking Next you allow University of North Carolina at Chapel Hill to use your email address in accordance with their privacy statement. University of North Carolina at Chapel Hill has not provided links to their terms for you to review.		
© 2017 Microsoft Privacy & Cookies		

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

Microsoft	Office 365			
Enter Verification Code	JA Jones, Anitra W			
You've received a secure link to:	■ New folder Upload ∨ 🖒 Share	Copy link		
To open this link, enter the code we just	Randy &			
Send again Enter code	□ Name ∨	Modified \vee	Sharing	Modi
Verify				
Keep me signed in				
@ 2017 Microsoft Privacy & Cookies				

4. Upload W-9.

JA Jones, Anitra W		
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Randy 🖉		
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est.pdf	A few seconds ago	۶ ^۹ Shared

5. E-mail <u>ajones@sog.unc.edu</u> 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