

Compliance Alerts!

Collection of Vendor W-9 Forms and Social Security Numbers

Fayetteville State University (“the University”) is committed to safeguarding the confidentiality of Social Security numbers (SSNs). Each unit, department, and division are responsible for adhering to all University requirements regarding the appropriate handling and protection of this sensitive information. The University requires immediate cooperation from all departments to ensure compliance and to support the secure handling of SSNs across campus operations.

Collection and Use of SSNs

The University collects and uses SSNs only when reasonably necessary to administer official business, governmental, or educational functions. Access to records containing SSNs is strictly limited to employees who require such access to perform their job responsibilities. Protecting this information is essential to maintaining compliance with University policy and safeguarding individual privacy.

W-9 Forms and Independent Contractor Forms for New Vendors

The University works with a broad range of businesses and individual service providers. W-9 Forms and Vendor Individual/Information Forms required for all new vendors may include SSNs.

To ensure proper protection of sensitive data:

- **Only the Business Office** is authorized to collect W9 and Vendor Individual/Information Forms containing SSNs.
- New vendors must submit completed forms **directly to the Business Office** for processing.
- All non-Business Office departments that have previously collected these forms must **immediately discontinue** this practice.

Departments may continue to send blank forms to vendors; however, all instructions must clearly direct vendors to return completed documents only to Disbursement Services via fax at 910-672-7711 or by appointment in person at the Barber Building, First Floor.

Departments may contact Disbursement Services at disbursementservices@uncfsu.edu to confirm receipt of submitted paperwork or [appointment scheduling](#).

For more information, please contact Disbursement Services at
disbursementservices@uncfsu.edu

To keep the community informed, all **Compliance Alerts!** are maintained on the University’s Compliance and Enterprise Risk Management webpage. [Compliance Alerts \(uncfsu.edu\)](#)