East Carolina University

Vendor or Individual Request for Information

SSN / FEIN Disclosure Statement

In order for East Carolina University to issue a check to an individual or company, it is required by State and Federal Tax Laws to obtain each vendor’s federal tax identification number or the social security number for individuals. This is to meet tax reporting obligations. The University will use your social security number solely for this tax-related purpose, which may include reporting of taxpayer information to the IRS and the issuing of 1099 or other tax documents per IRS Code Section 6109.

The vendor’s federal identification number or an individual’s social security number will be entered into ECU’s Banner Financial System to create a unique identifier referred to as a Banner ID or ECU ID. Once established, the Banner ID is the identifier used to request and set up payment and thereby eliminates the need to use SSN on most University business forms.