



Minimum Identifying Information

Policy Area: Accounts Receivable	Effective Date: 07/01/1995
Policy Sub Area: NA	Last Revision Date: NA
Authority: G. S. 147-86.21 and G. S. 147-86.24	Policy Owner/Division: Statewide Accounting

Policy

State agencies should obtain the following minimum prescribed information on prospective debtors, wherever practical:

- Full name, and any previous name(s) if applicable,
- Home and office address(es) for the past two years,
- Telephone numbers for home and place of employment,
- Federal Employer Identification Number,
- Social Security Number for individuals or sole proprietorships contracting with the State,
- For other individuals, Social Security Number and/or Drivers License Number (may be requested, but not required except as specifically provided for in law),
- Date of birth,
- Place and type of employment and employers address, and previous employer if less than two (2) years in present job, and
- A credit bureau report may be required depending on the amount of the potential receivable and the guidelines of the agency or institution.

Individuals may not be denied agency services solely on the basis of refusal to provide a North Carolina driver's license number or social security number. However, the State requires a social security number from individuals seeking to contract with the State in a business relationship.

Agencies and institutions requiring information about individuals and businesses owing past-due accounts, in order to effectively pursue all available collection methods, should make use of the data files of the following agencies in accordance with each agencies policies and procedures governing the use of the data files. Information regarding the procedures for using these data files can be obtained by contacting the respective agency. The on-line use of the following files is encouraged where it is cost justifiable:

- Division of Motor Vehicles, Driver License and Vehicle Registration Sections, for address information.
- Employment Security Commission, for home and/or business address, and wage and place of employment information.
- Department of Revenue, for address information, as stipulated by GS 105-259(b) (18).
- Secretary of State, Corporations Division, for corporation and partnership business addresses

information.

- Office of State Personnel, for employees of the State

Procedures

NA

Accounting Guidance

NA

Related Documents (Memos/Forms)

NA

Revision History

Date	Description
NA	