

**Wayne County
Vendor/Supplier Application Form
Vendor/Supplier Information Form**

Please complete all appropriate spaces. Print legibly in ink or type. Return this completed form to the address on the front page.

Company Name: _____

OR

Last: _____ First: _____ Middle: _____

Type or Organization:

Corporation Partnership Proprietorship Individual Other: _____

Federal Tax ID# |_|_|-|_|_|_|_|_|_|_|_| OR Social Security # |_|_|_|_|-|_|_|-|_|_|_|_|_|_|_|_|

Certification – Under penalties of perjury, I certify that: (check 1 or 2)

- 1. The number shown on this form is my correct taxpayer identification number (or I am willing for a number to be issued to me).

- 2. I am not subject to backup withholding because:
 - (a) I am exempt from backup withholding, or
 - (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
 - (c) The IRS has notified me that I am no longer subject to backup withholding

Wayne County is required to pay North Carolina state and local sales tax. Please state whether you are set up to charge these taxes on your invoices. Yes No

Invoice Payment Terms: Wayne County payment terms are **Net 30 Days** from the date of receipt of invoice, unless any available discounts are indicated on the invoice.

Contact Person: _____ Title: _____

Contact Phone #: _____ Extension #: _____

Toll Free Phone #: _____ Extension #: _____

Fax #: _____ Cell Phone #: _____

Web Address: _____ Email: _____

**MINORITY and WOMEN BUSINESS ENTERPRISE (MWBE)
VENDOR/SUPPLIER INFORMATION**

To qualify for MWBE vendor status, 51% of the company must be owned and controlled by a minority or a woman (single person or group).

Owner: _____ President: _____

Indicate if you are certified as an MWBE Vendor by: State of North Carolina OR Other

Please check the following that apply: African American Hispanic American Indian Woman

Economically Disadvantaged

ATTACH CERTIFICATION

**Address to Receive
Purchase Orders**

City: _____ County (NC only): _____

State: _____ Zip Code: _____

Telephone #: _____ Extension: _____

Fax # to Receive PO's: _____

Will your company accept electronic purchase orders? Yes No
If yes, what e-mail address should be used?

Email Address: _____

(Additional Addresses, if different from above:)

Accounts Payable (Remit To): _____

City: _____

State: _____ Zip Code: _____

Telephone #: _____ FAX #: _____

Physical Location Address: _____

City: _____

State: _____ Zip Code: _____

Telephone #: _____ FAX #: _____

Commodities: Please use the space below to describe the commodities you sell or the services you wish to provide to Wayne County, or attach line cards or other information to this form.

I certify that the information on this form is correct:

(Print Name)

(Title)

(Date)

(Signature)

Wayne County
VENDOR/SUPPLIER INFORMATION FORM
www.waynegov.com

To: All Vendors/Suppliers:

In order to become an active vendor/supplier with Wayne County, the following Vendor/Supplier information Form and W-9 must be completed and returned to Wayne County, Finance – Purchasing Division, P. O. Box 227, Goldsboro, NC 27533. Current information is required for the County’s financial system that will enhance our ability to process County purchases of goods and services. **If we do not receive this form back, we will assume that you do not desire to do business with Wayne County.**

For your information, please note the following:

1. Wayne County pays North Carolina sales and use tax and is not tax-exempt. These taxes, when applicable, should be included on your invoice.
2. Wayne County’s payment terms are Net 30 Days from the date of receipt of invoice, unless any available discounts are indicated on the invoice.
3. **Original invoices must be mailed to Wayne County, Accounts Payable, P.O. Box 227, Goldsboro, NC 27533 unless otherwise directed by your purchaser. Do not send original invoices with deliveries or give to County employees.**
4. If you have any questions concerning invoices or payments, please call Wayne County Accounts Payable at 919-731-1423.
5. Any vendors/suppliers needing assistance in responding to Wayne County bids or in providing quotations for goods and services should contact the Purchasing Division at 919-705-1714.

If you have any questions about this form, please contact Wayne County Purchasing division by phone at 919-705-1714.

Please return the following form:

Wayne County
Finance - Purchasing Division
P.O. Box 227
Goldsboro, NC 27533