

**Catawba County, Newton, NC
Vendor/Supplier Information Form
And Substitute W-9 Request for Taxpayer
Identification Number and Certification**

Please complete all appropriate spaces. Print legibly in ink or type. Return this completed form to the address on the front page within 14 days.

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

Catawba 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: Catawba 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 Asian ***ATTACH CERTIFICATION***

Sales Representative Contact Name: _____

Telephone Number: _____

Email Address: _____

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 Catawba 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)

Catawba County
Newton, NC
VENDOR/SUPPLIER INFORMATION FORM
www.catawbacountync.gov

To: All Vendors/Suppliers:

In order to become or remain an active vendor/supplier with Catawba County, the following Vendor/Supplier information Form and Substitute W-9 must be completed and returned to Catawba County, Purchasing Division, P. O. Box 389, Newton, NC 28658. 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 continue inclusion on the County's vendor and bidder's list.**

For your information, please note the following:

1. The County uses EIN's online bidding system for most of our formal bids for the purchase of apparatus, supplies, materials, or equipment. See www.catawbacountync.gov/purchase/vendors.asp, to obtain more information and to register to receive bid notifications via email.
2. All prices must be f.o.b. delivered to the point for on the front of the purchase order. Where a specific purchase is quoted of negotiated f.o.b. shipping point, the Vendor is to prepay shipping charges and add to the invoice.
3. Catawba County pays North Carolina sales and use tax and is not tax-exempt. These taxes, when applicable, should be included on your invoice.
4. Catawba County's payment terms are Net 30 Days from the date of receipt of invoice, unless any available discounts are indicated on the invoice.
5. **Original invoices must be mailed to Catawba County, Accounts Payable, P.O. Box 389, Newton, NC 28658. Do not send original invoices with deliveries or give to County employees.**
6. If you have any questions concerning invoices or payments, please call Catawba County Accounts Payable at 828-465-8357.
7. Any vendors/suppliers needing assistance in responding to Catawba County bids or in providing quotations for goods and services should contact the Purchasing Division at 828-465-8224

If you have any questions about this form, please contact Catawba County Purchasing division by phone at 828-465-8224.

Please return the following form within 14 days to:

Catawba County
Purchasing Division
P.O. Box 389
Newton, NC 28658