Steps to Become a Vendor with TOWN OF WILKESBORO

NO WORK SHALL BE STARTED UNTIL ALL THESE FORMS ARE RETURNED INTO THE FINANCE DEPARTMENT LOCATED IN WILKESBORO TOWN HALL.

STEP 1: Vendor Information Form & Terms and Conditions

Accounts payable is responsible for paying the town obligations & debts. You are being asked to complete a few forms to provide the town with your company's information, an accounting contact person, payments terms, types of commodities or services, etc.

FORM:	CONTACT/RETURN FORM:
http://www.wilkesboronc.org/accounts-payable	Mia Brown, Accounts Payable T (336) 838-3951 X 239 F (336) 838-7616 mbrown@wilkesboronc.org

STEP 2: E-Verify Affidavit

E-verify are federal laws that require companies to employ only individuals who may legally work in the United States with authorization. Website The NC Legislators have passed a 2015 state law HB318 that requires companies to comply with e-verify as well. Any company that list LABOR on their invoices and all construction & service contracts must comply by completing the affidavit or include e-verify in contracts.

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http://www.wilkesboronc.org/accounts-payable	Mia Brown, Accounts Payable T (336) 838-3951 X 239 F (336) 838-7616 mbrown@wilkesboronc.org

STEP 3: Iran Divestment Act Certification

This form certifies that the vendor or bidder or any of its subcontractors are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

FORM:	CONTACT/RETURN FORM:
http://www.wilkesboronc.org/accounts-payable	Mia Brown, Accounts Payable T (336) 838-3951 X 239 F (336) 838-7616 mbrown@wilkesboronc.org

STEP 4: NC Sales & Use Tax

For invoices with NC Sales and Use Tax on a separate line: Most invoices will more than likely will be shipped to Wilkes County, NC where the NC sales tax rate is 7%. If product is picked up in a different county of NC, please charge that county's sales tax rate since NC sales tax is charged according to where the product/service is delivered.

For invoices without NC Sales and Use taxes on a separate line: If your company reports your sales and use tax directly to NC Department of Revenue, your invoices to the Town are not required to have the sales and use tax broken out on a separate line. However, your company is required to certify your company paid sales tax to your supplier(s) and this tax must be reported to the Town on a Sales And Use Tax Reporting Affidavit. The form is located inside this vendor packet and must be completed for each invoice submitted to the Town along with your supplier's invoice(s). Payment will only be made when your company's invoice is submitted along with the completed affidavit and your supplier's invoice(s). *This affidavit and supplier's invoices are only released to the NC Department of Revenue during any future sales tax audit(s). We do not share this information with any other persons nor will we sell any information.*

FORM:	CONTACT/RETURN FORM:
http://www.wilkesboronc.org/accounts-payable	Mia Brown, Accounts Payable T (336) 838-3951 X 239 F (336) 838-7616 mbrown@wilkesboronc.org

STEP 5: Certificate of Insurance

A standard certificate of Insurance (COI) for Liability, Auto and Worker's Compensation Insurance is required if any employee or company enters our town owned premises to provide construction, contractual or service related work.	
FORM: Please have your insurance agent or company send the COI by fax or email below.	**CONTACT/RETURN FORM:** **Jim Byrd, Town Clerk** T (336) 838-3951 X 234 F (336) 838-7616 jbyrd@wilkesboronc.org

STEP 6: Beer/Wine License

Any business located inside the town limits of Wilkesboro that is selling beer or wine for on-premises or off-premises consumption should be paying for the license applicable for local beer and wine tax. All other privilege license tax in our jurisdiction has been repealed by the NC General Assembly Session Law 2014-3 Part XII.	
BEER/WINE APPLICATION: http://www.wilkesboronorthcarolina.com/images/documents/Finance/BeerWineApplication-7-1-2015.pdf	**CONTACT/RETURN FORM:** **Kathy Bare, Privilege License** T (336) 838-3951 X 233 F (336) 838-7616 kbare@wilkesboronc.org

Return forms by:

Fax: 336-838-7616

Email: mbrown@wilkesboronc.org

Mailing Address:

Town of Wilkesboro
Attn: Accounts Payable
PO Box 1056
Wilkesboro, NC 28697

TOWN OF WILKESBORO
Vendor Information Form

Federal Tax Class: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other

Federal Tax ID: In business since date

Business Name

Doing Business As Payment Terms

Physical Address City, State, Zip

Mailing Address City, State, Zip

Accounting Contact Job Title

Direct Tel: Toll Free Tel:

Fax Business cell

Email Web Address

The Town of Wilkesboro is required by law to pay NC state and local sales and use tax. NC sales tax should be charged to the county where delivery takes place. We are located in Wilkes County, NC and the sales tax rate is currently 7.0%. Does your organization charge NC sales tax on your invoices? ☐ Yes ☐ No

Please complete a W-9 form to accompany this form and a current W-9 may be obtained from www.irs.gov. Did you attach a W-9? ☐ Yes ☐ No

Are you classified as a "contractor" by the NC DOR for Sales and Use Tax Reporting? ☐ Yes ☐ No

Did you complete an e-verify affidavit? ☐ Yes ☐ No

Did you complete the "Iran Divestment Act" Certification form? ☐ Yes ☐ No

Product & Services Offered

Are you registered with any of the following agencies?

NC State Purchases & Contract	**www.pandc.gov**	☐ Yes	☐ No
NC E-Procurement	**www.eprocurement.nc.gov**	☐ Yes	☐ No
NC IPS / Vendor Link	**www.ips.state.nc.us/ips**	☐ Yes	☐ No
NC IT Procurement	**www.ips.state.nc.us/itprocurement**	☐ Yes	☐ No
NC DOT DBE Certification	**www.ncdot.org/business/ocs.dbe**	☐ Yes	☐ No
NC HUB / SWUC Certification	**www.doa.state.nc.is/hub**	☐ Yes	☐ No

I certify the information on this form is correct, have read & will comply the terms and conditions on the next page.

Job title Signature Date

TOWN OF WILKESBORO
Terms & Conditions

THE VENDOR FORMS MUST BE COMPLETED AND RETURN TO ACCOUNTS PAYABLE PRIOR ORDERING, SHIPPING AND PERFORMING SERVICES.

* All invoices should be invoiced and remitted to the "Town of Wilkesboro, Attn: Accounts Payable, PO Box 1056, Wilkesboro, NC 28697." Please do not send original invoices with deliveries. We accept invoices via mail, fax, or email.

* The Accounts Payable contact is Mia Brown, Tel: 336-838-3951 X 239 or email mbrown@wilkesboronc.org.

* We request that your company to establish a SINGLE account for the Town as a whole, i.e., no individual accounts by town department or division. The department information should be in the SHIP TO section. If no Ship to section on invoice(s), indicate which department or employee's first and last name in the body of the invoice.

* All invoices should contain company name, address, telephone and fax numbers, and all items itemized. If not items are not broken down by type (i.e. materials, labor, freight, surcharges, taxes, etc.), the invoice will not be processed for payment. Your company will be responsible for contacting us regarding payment. If a contracted price is agreed upon, the items should be broken down as well.

* We will gladly accept handwritten invoices as long as all invoices are legible and contain a company heading. If invoices are illegible, we will ask your company to provide a legible copy before the payment can be processed.

* The Town of Wilkesboro uses a Purchase Orders numbers (PO #) for ALL payments. Please make sure the PO # is printed clearly on all invoices, packing lists, packages, statements, shipping notices and any other written correspondence. We are not responsible for any goods delivered without a PO #.

* If an invoice is received without a PO #, your invoice will not be processed until a PO # is obtained by the seller. The seller shall contact the employee placing order or Department Head for a PO # before mailing invoice.

* The vendor must provide separate invoices for each PO #. Invoices will be returned for revising if it contains more than one PO #.

* Partial deliveries must be indicated on the invoice.

* The Town of Wilkesboro requests that all deliveries be shipped FOB Destination/Prepaid and freight added to the invoice. Please do not invoice freight separately from goods or services.

* The Town of Wilkesboro pays North Carolina sales and use tax. These taxes, when applicable, should be included on your invoice on a separate line from others goods and services. All NC sales tax should be charged to the county where delivery takes place. We are located in Wilkes County and our current tax rate is 7.0%.

* The Town of Wilkesboro's payment terms are NET 30 DAYS from the date of Invoice. Payment for goods or services cannot be made from statements or packing lists.

* If purchasing contracts are necessary, please contact the appropriate Department Director or Superintendent for these contract negotiations. Please note that the Town Manager has the final approval on all contracts.

TOWN OF WILKESBORO
E-verify Affidavit of Compliance

STATE OF _____

COUNTY OF _____

AFFIDAVIT of COMPLIANCE
with NC E-verify General Statutes

I, _____, ("hereinafter the "Affiant"), duly authorized by and on behalf of _____ ("hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the _____ (President, Manager, CEO, Human Resources, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.

2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent prop am used to verify the work authorization of newly hired employees pursuant to federal law.

3. _____ Employer employs **25 or more employees** in the State of North Carolina, and is in compliance with the provisions of NC §64-26 and HB318. Employer has verified the work authorization of its employees through E-Verify.

   _____ Employer employs **fewer than 25 Employees** and is therefore not subject to the provisions of NC §64-26 and HB318.

You must choose 1 of the 2 options.

4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of NC §04-26.

5. Employer shall keep the Town of Wilkesboro informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the _____ day of _____, 20_____.

_____

(Must be signed in front of a notary)

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TOWN OF WILKESBORO
Iran Divestment Act Certification

RFP or PO Number (if applicable):

Name of Vendor or Bidder:

IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature	Date
Printed Name	Title

Notes to persons signing this form:

N.C.G.S. §143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address http://www.nctreasurer.com/Iran and will be updated every 180 days.

TOWN OF WILKESBORO
Sales & Use Tax Reporting Affidavit

For more information, please see Sales & Use Tax Technical Bulletin 31-1. The affidavit is mentioned in Part B of the bulletin.

CONTRACTOR:

PROJECT:

SUBCONTRACTOR:

PERSON THAT REQUESTED WORK:

FOR PERIOD:

REFERS TO YOUR INVOICE #:

PURCHASE DATE	VENDOR NAME	VENDOR'S INVOICE NUMBER	TYPE OF PROPERTY	OUR PRODUCT ONLY	OUR SALES TAX ONLY	COUNTY OF SALE *
				Total	$ 0.00	

** If this is an out-of-state vendor and charge NC sales tax, the county of sale should be the county to which the merchandise was shipped.*

Please attach a copy of your vendor's invoice showing sales tax paid. Thank you

I, _____, certify that I have paid NC Sales & Use Tax on products listed above that was sold to Town of Wilkesboro.

print name

Signature *Title* *Date*