

City of Fayetteville Purchasing Division

433 Hay Street, 2<sup>nd</sup> Floor, Fayetteville, NC 28301

Phone: 910-433-1942 Fax: 910-433-1680 Email: CityCOFPurchasingDept@FayettevilleNC.gov

## **Vendor Registration Form**

Note: All fields on this form must be complete to process your registration.

☐ New Registration	☐ Update Existing Record Vendor ID
Date of Completion:	
Company Name:	
***At least one Contact Name, Phone #, and Email Address is required to complete Vendor Registration***	
Company Headquarters Physical Address	Company Contact Information
(No PO Box #'s)	Contact Name:
Street Address:	Job Title:
	Email:
City:	
State: Zip:	Phone#:
County (For NC Vendors):	Fax #:
Payment Mailing Address	Purchase Order Mailing Address
☐ Use Company Headquarters Physical Address	☐ Use Company Headquarters Physical Address
(Company Name / Payment Address as shown on Invoice)	Company Name:
Company Name:	Street Address:
Street Address:	
	City:
City:	State: Zip:
State: Zip:	Shipping Terms:
Standard Payment Terms:	
Payment Contact Information	Purchasing Contact Information
☐ Use Company Contact Information	☐ Use Company Contact Information
Contact Name:	Contact Name:
Job Title:	Job Title:
Email:	Email:
Phone#:	Phone#:
Fax #:	Fax #:
Ownership Race/Ethnicity*	Ownership Gender*
☐ African American ☐ Hispanic ☐ Asian	☐ Male ☐ Female
☐ Native American ☐ Caucasian	
	☐ Historically Underutilized Business



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$\Box$ Veteran Owned $\Box$ Local (State of NC) $\Box$ Local (Cumberland & Hoke County, NC)		
*Ownership is determined by the majority (greater than 51%) ownership of the company.		
Race and gender ownership information is for statistical purposes only.		
Company Business Type		
$\square$ Architectural, Engineering & Surveying $\square$ Construction Related $\square$ Professional Services		
☐ Goods and Supplies ☐ Other Services		
Type of Organization		
☐ Individual ☐ Sole Proprietor ☐ Partnership ☐ Incorporated ☐ Non-Profit		
Is your business for profit?   Yes   No Annual Gross Receipts: \$		
List limit of General Liability: \$		
Has your business operated under a different business name in the past 5 years? $\square$ Yes $\square$ No		
If yes, please provide previous name:		
Has your business been involved in any significant litigation in the past 5 years?   Yes No		
Goods and/or services provided by your company List all applicable goods and / or services provided by your company on the lines below. Please attach any other supporting documentation you wish to provide.		
Taxpayer Identification Number		



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The city requires a taxpayer identification number in order to register. It may be either an employer identification number (EIN) issued by the IRS, or your social security number. If you receive payment from the City, your tax ID number will be reported to the Internal Revenue Service for federal tax withholding purposes. Failure to provide a tax ID number may result in: (a) federal tax backup withholding; (b) withholding of payment by the City; and / or (c) disqualification from participating in City contracts. For information on obtaining an EIN, go to the link listed below. <a href="https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online">https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online</a>

Tax ID #

	Please list at least 3 business references for your services		
Reference 1	Reference 2		
Name:	Name:		
Title:	Title:		
Organization:	Organization:		
Phone: ( ) -	Phone: ( ) -		
Email:	Email:		
Reference 3	Reference 4		
Name:	Name:		
Title:	Title:		
Organization:	Organization:		
Phone: ( ) -	Phone: ( ) -		
Email:	Email:		
☐ I certify that all information provided by this Vendor Registration Form is accurate and complete in all respects.			
Signature:	Date:		
Print Name:			
Completed form, <u>current W9</u> and any other information you would like to provide can be emailed to CityCOFPurchasingDept@FayettevilleNC.gov (preferred), faxed to 910-433-1680 or send via postal mail to:			
City of Fayetteville			



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Purchasing Department c/o: Vendor Registration 433 Hay Street 2<sup>nd</sup> Floor Finance Office Fayetteville, NC 28301-5537