



Steps to Become a Vendor with TOWN OF WILKESBORO

**NO WORK SHALL BE STARTED UNTIL ALL THESE FORMS ARE RETURNED TO
FINANCE DEPARTMENT LOCATED INSIDE WILKESBORO TOWN HALL.**

STEP 1: Vendor Information Form

Accounts payable is responsible for paying the town's 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. Per our finance internal controls, we keep these job functions separated purposefully.

**FORM ATTACHED - COMPLETE AND RETURN
PAGES 2 AND 3.**

CONTACT/RETURN FORM:

Mia Brown, Accts/Payable

T (336) 838-3951 Ext. 1003 | F (336) 838-7616 mbrown@wilkesboronc.org

STEP 2: 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 onto our town owned premises to provide construction, contractual or service-related work.

FORM:

Please have your insurance agent send the COI by fax or email to Will Collins with the Town of Wilkesboro named as an additional insured.

CONTACT/RETURN FORM:

Will Collins Administrative Assistant

T (336) 838-3951 Ext. 1017 | F (336) 838-7616 wcollins@wilkesboronc.org

STEP 3: Internal Revenue Service (IRS) W-9 Form

Use Form W-9 to provide your correct Taxpayer Identification Number (TIN) to the person who is required to file an information return with the IRS to report. Use only one of the following:

- Individuals, this is generally your social security number (SSN).

OR

- For other entities, it is your employer identification number (EIN).

FORM: – PLEASE COMPLETE AND RETURN PAGE 1 ONLY.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

CONTACT/RETURN FORM:

Mia Brown, Accounts Payable

T (336) 838-3951 Ext. 1003 | F (336) 838-7616 mbrown@wilkesboronc.org

Step 4: 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 All other privilege license tax in our jurisdiction has been repealed by the [NC General Assembly Session Law 2014-3 Part XII](#).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: Visit link below

<https://www.wilkesboronc.org/finance-privilege-license>

CONTACT/RETURN FORM:

Kathy Bare, Privilege License

T (336) 838-3951 Ext. 1001 kbare@wilkesboronc.org

Accounts Payable Contact: Mia Brown

Questions: Call 336-838-3951 ext. 1003

ALL INVOICES SHOULD BE INVOICED TO:

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

AND INVOICES REMITTED TO:

email mbrown@wilkesboronc.org (preferred method), fax or address above.



TOWN OF WILKESBORO

Vendor Information Form

Last Updated 11/21/24

Individual/Business Name:

Doing Business As (dba)

In business since date: Individual Security Number **OR** Business Federal ID#:

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

Physical Address: City, State, Zip:

County:

Payment Address: City, State, Zip:

Same as Physical Address

County:

Accounting Contact: Job Title:

Direct Tel: Toll Free Tel:

Fax: Business cell:

Email: Web Address:

Payment Terms: Which Town employee or department sent this form to you.

The Town of Wilkesboro pays NC sales and use tax. 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 . Is it attached with this vendor information form?	☐ Yes ☐ No
Will you be performing Real Property Contracts? Information about the subject can be found by visiting NC DOR SUTB 3-3D (page 39-Jan 2024 issue) and NC DOR SUTB 72-8 (last paragraph of page 280-Jan 2024 issue). Real property is mentioned throughout the entire document.	☐ Yes ☐ No
Does your business qualify for NC Historically Underutilized Business (HUB) status? <i>Per NC GS 143-128.4, to qualify as a historically underutilized business (HUB), a business must be at least 51% owned, controlled and managed by one or more citizens or lawful permanent residence of the United States who are members of one or more of the following groups: (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled and (7) Disadvantaged.</i>	☐ Yes ☐ No
Are you registered with the NC Office for Historically Underutilized Businesses? <i>If you are NOT registered and want to become certified with the State of NC under the Statewide Uniform Certification Program (SWUC)), please visit https://ncadmin.nc.gov/businesses/hub/hub-certification.</i>	☐ Yes ☐ No

Product & Services Offered:

I certify the information on this form is correct.

Print Name & Job Title Signature Date



TOWN OF WILKESBORO

A/P Terms & Conditions

All vendor forms must be completed and returned to Town prior to ordering, shipping, and performing services.

<https://wilkesboronc.org/accounts-payable>

- All invoices should be invoiced 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. If sending an invoice by email, remit to Mia Brown by email mbrown@wilkesboronc.org, mail (address above), Fax 336-838-7616. For questions, call Mia Brown at 336-838-3951 ext. 1003.
- 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 the items are not stated 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, please attached a copy of the contract to the invoice.
- We will gladly accept **handwritten invoices** if all invoices are legibly written and contain a company heading. If invoices are not legible, we will ask your company to provide a legibly written 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 the order or Department Head for a PO # before mailing invoice.
- **Each invoice shall use one PO # only.** Invoices will be returned for revising if they contain more than one PO #. Each PO can be for more than one Invoice.
- **Partial deliveries/backorders must be indicated on the invoice.** Once a PO # is closed, it cannot be re-opened and will delay payment.
- 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 NC sales and use tax.** Our town is located in Wilkes County and our NC sales tax rate is 7%.
- **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.**
- **E-Verify Requirements** - As a condition for payment under this purchase order, Vendor shall: (i) comply with NC GS 64-25 and (ii) cause each subcontractor hereunder to comply with such requirements. Vendor will indemnify and save harmless the Town from all losses, damages, fees, costs, expenses, fines, and other liabilities resulting from any failure by Vendor or any subcontractor to comply with the [NC E-Verify Requirements](#).
- **Iran Divestment Act** - Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the NC Department of State Treasurer pursuant to NC GS 147-86.55-69. Contractor shall not utilize any subcontractor that is identified on the [list](#).
- **Divestment from Companies Boycotting Israel** - State and local Governments are now prohibited from contracting with companies that are boycotting Israel. NC GS 147-86.80-84 went into effect when it was passed by the General Assembly and signed by the Governor and the list is maintained by on the NC Department of State Treasurer. [list](#).
- **Debarred Vendors - local and state funds** <https://evp.nc.gov>, click *Browse Vendors* button, then in the *Vendor Status* drop down box choose *debarred*, and Click *Search* button. All purchases or services using **federal funds must be approved by the Finance Director** on <https://sam.gov> and <https://evp.nc.gov> prior to fulfillment to ensure [Uniform Guidance](#) requirements are being followed correctly.
- **Title VI of the Civil Rights Act of 1964** - "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." [Federal website](#). [Town policy](#).
- **Federal Monies, Grants or FEMA Related Purchases** – All purchases or services that are the result of a declared disaster or state/federal money must be approved by the Finance Director and Town Manager prior to fulfillment to ensure [Uniform Guidance](#) requirements are being followed correctly.
- Please note that the Town Manager has final approval on all contracts. Any contracts over \$5,000, the Town Manager approval is needed by Town Council, and this takes place during their monthly Town Council meetings. [Town Council meeting schedule](#)
- This list is **not** all inclusive and other requirements can be found on Town's and NC State's forms - [TOWN'S Contract Terms and Conditions](#) and [NC General Terms and Conditions](#).

I certify that I will adhere to the information on this form.

Print Name & Job Title _____ Signature _____ Date _____