

Information & Instructions for Vendor Enrollment Form (PLEASE READ ALL INSTRUCTIONS CAREFULLY)

Purpose

In order to become a vendor with Wake County, we require certain information about you or your company. This information will be used to create a vendor record of you or your company in our Financial System. This allows Wake County to issue Purchasing Documents such as PO's and contracts to your company as well as issue payments.

Contained in the Vendor Enrollment Application are three forms to be filled out (1) the Vendor Enrollment Form, (2) a W-9 form, and (3) an EFT Authorization form (optional). The first two forms are required and will need to be completed by you the vendor. If you wish to have your payments made via EFT the third form is required. If your classification is either Foreign or NonResident Alien a W-8 form instead of a W-9 form is required.

You may fill out the form electronically, print, sign and then submit the form to the Wake County Finance Department, Attn: Vendor Manager either by mail at P.O. Box 550, Raleigh, NC, 27602 by fax 919-856-6880 or by e-mail to APVendorSetup@wakegov.com.

Instructions for completing the Vendor Enrollment Form:

Please fill out this form completely and accurately; inaccuracies could result in non-approval by Wake County. The following will explain each part of the form and what Wake County is looking for from you the vendor.

Vendor Legal Name – the company or individual name on file with the Internal Revenue Service (IRS).

DBA Name – any name other than your legal name in which you may be doing business.

Vendor Website – name of the company or individual website, if you have one.

Vendor Address:

Payment Address – address where payments should be mailed.

Procurement Address – address where purchase orders and contracts are to be mailed.

Billing Address – address where bills should be mailed.

1099 Address – address where 1099 issued by Wake County should be mailed (if applicable).

Organization Type:

Individual – when a Social Security Number is used for IRS purposes

Company – when a Tax Identification Number is used for IRS purposes

Classification:

This section allows you to tell Wake County how your business is defined by the IRS.

Individual – must use a SSN

Sole Proprietorship – can use either a SSN or TIN

Partnership – must use a TIN

Corporation – must use a TIN

LLC (Limited Liability Company) – must use a TIN

Trust – must use a TIN

NonResident Alien – W-8 form is required to be filled out instead of a W-9 form

Foreign – W-8 form is required to be filled out instead of a W-9 form

State Government – must use a TIN

Other Government – must use a TIN

Other – can use either a SSN or TIN

Tax Identification Number (TIN) or Social Security Number (SSN) – number the company or individual files on taxes with the IRS.

Business Type – describes the type of business, you may check as many as apply.

Contact Information – the individual Wake County may contact with any questions

Certification – printed name, signature and date of individual completing the Vendor Enrollment Form.