

**WAKE COUNTY, NORTH CAROLINA 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. Your vendor record must be entered into the financial system before we can issue Purchasing Documents such as PO's and contracts to your company or make any payments to you for goods or services.

The Vendor Enrollment Application contains the Vendor Enrollment Form/W-9 form.

If your classification is either Foreign or Non-Resident Alien a W-8 form instead of a W-9 form is required. If you need a W-8 form please request one from the email address below. **Wake County requires all vendors to enroll in EFT and be paid only by direct deposit.** *Please send an email to the address below for an EFT form and instructions. All forms are required and will need to be completed by you the vendor.*

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 email to [APVendorSetup@wakegov.com](mailto: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 and a delay in processing of your transactions in our financial system. 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 Address:

Payment Address – address where payments should be mailed.

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

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

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 EIN

Partnership – must use a EIN

Corporation – must use a EIN

Trust – must use a EIN

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 EIN

Other Government – must use a EIN Other – can use either a SSN or EIN

Employer Identification Number (EIN) or Social Security Number (SSN) – number the company or individual files on taxes with the IRS. **Please note that Wake County does verify all SSN and EIN numbers against the IRS online matching system before the vendor account information is finalized and prior to any payments. Failure to report SSN or EIN numbers correctly may delay your transactions.**

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 – signature and date of individual completing the Vendor Enrollment Form.

**Form W-9  
Wake County Substitute  
W-9 Form  
Revised May 2015**

**Request for Taxpayer Identification Number and Certification**

*\*\*Please fill out the form completely to prevent delays in processing. All fields are required.*

VENDOR NAME/ADDRESS	
<b>Vendor Legal Name:</b> (as shown on income tax return)	
<b>Vendor DBA Name:</b>	
<b>Payment Address:</b>	
<b>Procurement Address:</b> (if different)	
<b>1099 Address:</b> (if different)	

CLASSIFICATION					
<b>Individual</b>	<b>Sole Proprietorship</b>	<b>Partnership</b>	<b>Corporation</b>	<b>Trust</b>	<b>Non-Resident Alien</b>
<b>Foreign (W-8 Form required)</b>	<b>State Government</b>	<b>Other Government</b>	<b>Other</b>		

EMPLOYER IDENTIFICATION NUMBER OR SSN		
<b>Number</b>	<b>Select Type:</b>	
	<b>EIN</b>	<b>SSN</b>

BUSINESS TYPE (Select all that apply)					
<b>Located in Wake County</b>	<b>Located Outside Wake, in NC</b>	<b>Located Outside NC, in US</b>	<b>Located Outside US</b>	<b>Governmental Agency</b>	<b>Minority Owned</b>
<b>**If your agency qualifies tax exempt under IRS code, select the type below and attach a copy of the tax exempt status determination letter you received from the IRS.</b>					
	<b>Tax Exempt (Under IRS Code)</b>	<b>Exemption Type:</b>	<b>501(c)(3)</b>	<b>Other</b>	

**CERTIFICATION**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 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 (IRS) 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; and
- I am a U.S. citizen or other U.S. person; and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends you are not required to sign the certification, but you must provide your correct TIN. See section titled Certification in the instructions.

CONTACT INFORMATION			
<b>Name:</b>		<b>Phone:</b>	
<b>Email:</b>		<b>Fax:</b>	

**I hereby certify that the information supplied herein is correct. The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

<b>Signature:</b>	<b>Date:</b>
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