



# Vance County Schools

## Vendor/Supplier Information Form

Name on IRS Record

Phone Number

Fax Number

DBA Name - (if different) *payments will be made payable to this name*

Phone Number

Fax Number

W-9 or 1099 Address

City

State

Zip

Contact Name and Title

E-mail Address

**Check appropriate box for federal tax classification (required):**

Individual/sole proprietor  Incorporated (C or S Corp)  Partnership / LLC  Gov. Entity  Other

**Purchase Order Information (if different from above):**

Address

City

State

Zip

Phone Number

Fax Number

**Remit To Information (if different from above):**

Address

City

State

Zip

**Invoice Payment Terms:** Vance County Schools payment terms are Net 30 Days from the date of the receipt of invoice, unless any available discounts are indicated on the invoice.

**Vance County Schools is required to pay North Carolina state and local sales tax.** Please state whether you are set up to charge these taxes on your invoice.

Yes  No

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE)  
VENDOR/SUPPLIER INFORMATION

To qualify for MWBE vendor status, 51% of the company must be owned and controlled by a minority or woman ( single or group).

Owner:

President:

Indicate if you are certified as MWBE Vendor by:  State of North Carolina OR  Other

Please check all that apply:  African American  Hispanic  American Indian  Woman  Asian  
 Economically Disadvantaged  NA (Not Applicable)

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I certify that all information provided on this form is correct.

Submitted By

Date

Reminder: Complete IRS Form W-9 Request for Taxpayer Identification Number, sign, and fax to Vance County Schools Finance at 252-431-3680.