



Steps to Become a Vendor with TOWN OF WILKESBORO

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

STEP 1: Vendor Information Form

Accounts payable is responsible for paying the town 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.

FORM ATTACHED ON PAGE 2

CONTACT/RETURN FORM:

Mia Brown, Accounts Payable
T (336) 838-3951 Ext. 1003

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 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 Jim Byrd.

CONTACT/RETURN FORM:

Jim Byrd, Town Clerk or Sarah Davis, Admin. Asst.

T (336) 838-3951 | F (336) 838-7616 sdavis@wilkesboronc.org

STEP 3: N.C. Sales & Use Tax Forms for Real Property Contracts

Form E-589CI is needed by the real property owner to complete E-585 line item four. It is the liability of a real property contractor, a retailer-contractor, a subcontractor, a lessee, or an owner who did not purchase the item is satisfied by receipt of N.C. Sales Tax Affidavit below from the purchaser. More information about the subject can be found by visiting [NC DOR SUTB 72](#) and [SUTB 74](#), dated 01/01/2021. Real property is mentioned throughout the entire document.

Forms required for Real Property Contracts:

- [Form E-589CI Affidavit of Capital Improvement](#) - **required** for real property improvements, [SUTB 72-5A](#). Form E-589CI is **not** an affidavit certifying the tax has been paid on items that become a part of real property in this State.
- [N.C. Sales Tax Affidavit](#) - **required** for real property improvements, [SUTB 74-4D3](#). This affidavit form must be received from the purchaser of the item(s) certifying the tax has been paid.

FORM: Visit link below

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

CONTACT/RETURN FORM:

Mia Brown, Accounts Payable
T (336) 838-3951 Ext. 1003

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 N.C. 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

Tel: 336-838-3951 | Fax: 336-838-7616

email: mbrown@wilkesboronc.org

Mailing Address:

Town of Wilkesboro Accounts Payable

PO Box 1056, Wilkesboro, N.C. 28697



TOWN OF WILKESBORO

Vendor Information Form 2019

Individual/Business Name:

Doing Business As (dba)

Federal ID # used for filing your income taxes. In business since date:

Federal Tax Class: Individual Partnership Corporation Other

Physical Address: City, State, Zip:

County:

Payment Address: City, State, Zip:

(Same as Remit to 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 N.C. sales and use tax. Does your organization charge N.C. sales tax on your invoices?	<input type="radio"/> Yes	<input type="radio"/> 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?	<input type="radio"/> Yes	<input type="radio"/> No
Will you be performing Real Property Contracts? Information about the subject can be found by visiting N.C. DOR SUTB 72 and SUTB 74 , dated 01/01/2021. Real property is mentioned throughout the entire document.	<input type="radio"/> Yes	<input type="radio"/> No
Does your business qualify for N.C. Historically Underutilized Business (HUB) status? <i>Per N.C. General Statute 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>	<input type="radio"/> Yes	<input type="radio"/> No
Are you registered with the N.C. Office for Historically Underutilized Businesses? <i>If you are NOT registered and want to become certified with the State of N.C. under the Statewide Uniform Certification Program (SWUC)), please visit https://ncadmin.nc.gov/businesses/hub/hub-certification.</i>	<input type="radio"/> Yes	<input type="radio"/> No

Product & Services Offered:

I certify the information on this form is correct.

Print Name & Job Title Signature Date



TOWN OF WILKESBORO

Terms & Conditions 2019

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

- * **All invoices should be invoiced and remitted to** the "Town of Wilkesboro, Attn: Accounts Payable, PO Box 1056, Wilkesboro, N.C. 28697." Please do not send original invoices with deliveries. We accept invoices via mail, fax, or email.
- * **The Accounts Payable contact** is Mia Brown, Tel: 336-838-3951 ext. 1003, Fax 336-838-7616 or email mbrown@wilkesboronc.org.
- * 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 #. (Examples: for fiscal year July 1, 2020 - June 30, 2021 is **21-0001**, for fiscal year July 1, 2020 – June 30, 2022 is **22-0001**, and so on.
- * **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 order or Department Head for a PO # before mailing invoice.**
- * Each invoice shall use **one PO # only**. Invoices will be returned for revising if it contains more than one PO #. Each PO can be for more than one Invoice.
- * **Partial deliveries** must be indicated on the invoice. Once a PO # is closed, it cannot be re-opened.
- * 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 N.C. sales and use tax.** Please see page 1 of this packet for Real Property Contracts and N.C. sales tax.
- * **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 N.C. General Statute 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 [N.C. 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 N.C. Department of State Treasurer pursuant to N.C. General Statute 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. N.C. General Statute 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 N.C. Department of State Treasurer.
- * **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 website](#).
- * **Federal Monies, Federal Grants or FEMA Related Purchases** – All purchases or services that are the result of a declared disaster or federal money must be approved by Town Manager prior to fulfillment to ensure **Uniform Guidance** requirements are being followed correctly.
- * **If purchasing contracts** are necessary, please contact the appropriate Department Director or Superintendent for these contract negotiations. Please note that the Town Manager has the final approval on all contracts. Any contracts over \$5,000, Town Council approval is needed, and these take place during their monthly board meetings. A schedule of these meetings can be found at <https://wilkesboronorthcarolina.com/meeting-schedule>.

By signing this form, the vendor agrees to abide by these terms and conditions.

Print Name & Job Title

Signature

Date