



Finance
 Purchasing Division
 305 Chestnut Street
 PO Box 1810
 Wilmington, NC 28402-1810
 910 341-7830
 910 341-7842 fax
 wilmingtonnc.gov
 Dial 711 TTY/Voice

VENDOR APPLICATION

Please include W-9 Form & E Verify Affidavit when submitting application

If you would like to be considered for upcoming bid opportunities offered by the City of Wilmington, fill in the information requested below and return only page one by mail or fax. If you need assistance filling out this form you may call the Purchasing Division. Additional company information may be attached to clarify your business' services or products.

BUSINESS NAME _____

CONTACT PERSON _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

REMITTANCE
 ADDRESS (if different than above) _____

CITY/STATE/ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

FEDERAL ID # _____ or SOCIAL SECURITY # _____

Minority Business Enterprise (MBE) VENDOR YES NO

Certified MBE Yes No (Enclose Copy of Letter of Certification/Certificate)

Government Agency that issued the above Certification _____

You may select up to six commodities from the attached list that apply to your company and list them below.

Additional comments:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. 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 the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

AFFIDAVIT of COMPLIANCE
with N.C. E-Verify Statutes

I, _____ (hereinafter the "Affiant"), duly authorized by and on behalf of _____ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the _____ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.
3. _____ Employer employs 25 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification for a period of at least one year.

_____ Employer employs fewer than 25 Employees and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.
4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
5. Employer shall keep the City of Wilmington informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the _____ day of _____, 20____.

Affiant

STATE OF NORTH CAROLINA
COUNTY OF _____

Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public

[SEAL]

My commission expires: _____

5	ABRASIVES	92	COPIER
10	ACOUSTIC TILE	15	COPYING MACHINE SUPPLIES
20	AGRICULTURAL EQUIPMENT	233	CRAFTS SPECIALIZED
25	AIR COMPRESSORS & ACCESS	232	CRAFTS, GENERAL
31	AIR CONDITIONING & HEATING	240	CULTERY, DISHES...ETC
905	AIRCRAFT OPERATIONS	115	DATA PROCESSING MAINTENANCE
40	ANIMALS LIVE	920	DP PROCESSING & SOFTWARE
45	APPLIANCES, HOUSEHOLD	265	DRAPES, CURTAINS, UPHOLSTERY
50	ART EQUIPMENT & SUPPLIES	924	EDUCATIONAL SERVICES
52	ART OBJECTS	280	ELECTRICAL CABLES/WIRE NE
55	AUTO & TRUCK ACCESSORIES	285	ELECTRICAL EQUIP & SUPPLY
60	AUTO &TRUCK MAINTENANCE ITEMS	287	ELECTRONIC COMPONENTS
65	AUTO BODIES & ACCESSORIES	295	ELEVATORS
70	AUTO MAJOR TRANSPORTATION	300	EMBOSSING/ENGRAVING
75	AUTO SHOP EQUIPMENT & SUP	290	ENERGY COLLECTING EQUIPMENT
80	BADGES & OTHER ID EQUIP	305	ENGINEERING EQUIPMENT
85	BAGS, BAGGING, TIES & EROSION	310	ENVELOPES, PLAIN, PRINTED
90	BAKERY EQUIPMENT	315	EPOXY BASED FORMULAS
100	BARRELS, DRUMS, KEGS,CONTAINERS	925	EQUIPMENT MAINTENANCE & REPAIR
105	BEARINGS (EXCEPT WHEEL)	930	EQUIPMENT RENTAL
110	BELTS & BELTING	320	FASTENERS, FASTENING DEVICES
120	BOATS, MOTORS,& MARINE SUP	330	FENCING
125	BOOKBINDING AND BOOK SUPPLY	335	FERTILIZERS & SOIL CONDITION
135	BRICKS AND CLAY PRODUCTS	932	FINANCIAL SERVICES
140	BROOM, BRUSH &MOP SUPPLIES	340	FIRE PROTECTION EQUIP/SUP
145	BRUSHES (NOT CLASSIFIED)	345	FIRST AID & SAFETY EQUIP
150	BUILDER'S SUPPLIES	350	FLAGS, POLES, BANNERS & ACC
910	BUILDING MAINTENANCE/REPAIR	360	FLOOR COVERING, INSTALLATION ET
155	BUILDING, FABRICATED	365	FLOOR MAINTENANCE MACHINE, PARTS
165	CAFETERIA & KITCHEN EQUIP	370	FOOD, BEVERAGES
175	CHEMICAL LAB EQUIP & SUPP	375	FOODS: FRESH BAKERY
180	CHEMICAL RAW MATERIALS	380	FOODS: FRESH DAIRY
190	CHEMICAL, COMMERCIAL, BULK	385	FOODS: FROZEN
192	CLEANING COMPOSITION/SOLVENTS	390	FOODS: PERISHABLE
193	CLINICAL LAB TESTS	395	FORMS, CONTINUOUS, COMPUTER
195	CLOCKS	400	FOUNDRY CASTINGS, EQUIP
200	CLOTHING & APPAREL	405	FUEL, OIL, GREASE & LUBRICATION
915	COMMUNICATIONS/MEDIA SERVICE	415	FURNITURE, LAB, SPECIAL
205	COMPUTERS, DP & WORD PROC	420	FURNITURE, NON OFFICE
210	CONCRETE & CORRUGATED MATERIAL	425	FURNITURE, OFFICE
220	CONTROL,RECORDING INSTRUMENTS	440	GLASS & GLAZING SUPPLY
225	COOLER, DRINKING WATER	960	GROUNDS & PARK SERVICES
450	HARDWARE, AND ALLIED ITEMS	675	POISONS: AGRIC AND INDUSTRIAL
935	HEALTH RELATED SERVICE	680	POLICE EQUIPMENT AND SUPP
460	HOSE, ALL KINDS	695	PRINTING & SILK SCREENING
952	HUMAN SERVICES	955	PUBLIC WORKS & RELATED SE
485	JANITORIAL SUPPLIES	715	PUBLICATIONS/AUDIOVISUAL
490	LABORATORY EQUIPMENT/ACC	720	PUMPS AND ACCESSORIES

515	LAWN EQUIPMENT	725	RADIO AND TELECOMMUNICATION
525	LIBRARY MACHINES/SUPPLIES	735	RAGS, SHOP TOWELS, WIPING
945	LIBRARY SERVICES	958	REAL PROPERTY RENTAL & LS
530	LUGGAGE, BRIEF CASES	740	REFRIGERATION EQUIPMENT
540	LUMBER, WOOD, SIDING ETC	745	ROAD AND HIGHWAY MATERIAL
545	MACHINERY & HEAVY HARDWARE	765	ROAD/HIGHWAY HEAVY EQUIPMENT
550	MARKERS, PLAQUES, SIGN, TRAFFIC	755	ROAD/HIGHWAY EQUIPMENT
555	MARKING DEVICES	750	ROAD/HIGHWAY MATERIAL
560	MATERIAL HANDLING EQUIPMENT	770	ROOFING MATERIALS
103	MECHANICAL LIFT SYSTEMS	775	SALT
570	METALS; BARS, PLATES, RODS	785	SCHOOL AND HIGHER EDUCATION
575	MICROFICHE, MICROFILM	965	SECURITY, FIRE & SAFETY SE
999	MINORITY VENDORS	790	SEED, SOD, SOIL,& INOCULANTS
947	MISC SERVICES	970	SHIPPING AND HANDLING
998	NON PROFIT ORGANIZATIONS	800	SHOES AND BOOTS
270	NON REIMBURSABLE TAX	803	SOUND SYSTEMS & ACCESSORY
595	NURSERY STOCK & SUPPLIES	805	SPORTING AND ATHLETIC EQUIPMENT
600	OFFICE MACHINES & ACCESS	830	TANKS
605	OFFICE MECHANICAL AIDS, SMALL	832	TAPE
615	OFFICE SUPPLIES	730	TELEVISION EQUIPMENT
610	OFFICE SUPPLIES, PAP & RIB	855	THEATRICAL EQUIPMENT
620	OFFICE SUPPLY; INKS, LEADS	863	TIRES AND TUBES
630	PAINT, COATINGS, WALLPAPER	445	TOOLS, HAND (NOT CLASSED)
635	PAINTING EQUIPMENT & ACC	870	VENETIAN BLINDS ETC
645	PAPER	840	VIDEO EQUIPMENT
640	PAPER & PLASTIC-DISPOSABLE	880	VISUAL EDUCATION EQUIPMENT
650	PARK, PLAYGROUND, SWIMMING	890	WATER/SEWAGE TREATMENT EQUIP.
964	PERSONNEL TEMPORARY	885	WATER TREATING CHEMICALS
655	PHOTOGRAPHIC EQUIPMENT	430	WELDING EQUIPMENT
673	PIPE FITTINGS & VALVES	895	WELDING EQUIPMENT/SUPPLIES
665	PLASTICS		

SERVICES:

910 BUILDING MAINTENANCE

910 004 BRASS RESTORATION
910 006 CARPENTRY
910 ELECTRICIAN
910 021 EXTERMINATING SERVICES
910 039 JANITORIAL SERVICES
910 051 MASONRY
910 054 PAINTING
910 060 PLUMBING
910 066 ROOFING

947 MISCELLANEOUS SERVICES

947 003 ATTORNEY
947 005 AUCTIONEER
947 200 CATERING
947 014 CONSULTING

955 PUBLIC WORKS AND RELATED SERVICES

955 128 ALUM SLUDGE REMOVAL
955 120 ARCHITECTURE
955 010 BUILDING CONSTRUCTION
955 020 COMMERCIAL & RESIDENTIAL REFUSE COLLECTION
955 030 DEMOLITION
955 041 DRAINAGE
955 035 DREDGING
955 125 ENGINEERING
955 050 LEAF BRUSH & BRANCH COLLECTION
955 LOT CLEARING
955 127 ODOR AND CORROSION CONTROL
955 077 SIDEWALK CONSTRUCTION
955 074 STREET & HIGHWAY CONSTRUCTION
955 100 UNDERGROUND UTILITIES CONTRACTOR
955 097 WASTEWATER TREATMENT PLANT
955 115 WATERPLANT
955 110 WATER TOWER CONSTRUCTION & REMOVAL

MISCELLANEOUS

947 098 GENERAL CONTRACTOR
947 098 HVAC CONTRACTOR
947 098 ELECTRICAL
947 098 PLUMBING