



Finance

305 Chestnut Street
PO Box 1810
Wilmington, NC 28402-1810

910 341-5861
910 254-0906 fax
wilmingtonnc.gov
Dial 711 TTY/Voice



VENDOR PACKET

Thank you for your interest in doing business with the City of Wilmington. To successfully set your entity up as an active vendor we will need a current W-9, a complete vendor application, and your entity will need to be registered to do business in the state of North Carolina. If your entity is planning to do contract work with the City of Wilmington, an insurance certificate with the City of Wilmington listed as a loss payee will need to be provided before work can begin. We offer two different payment methods, checks and ACH (Automated Clearing House). If you would like to sign up for ACH, please complete the Authorization Agreement for Automatic Payment form attached and submit all required documentation. ACH electronic transfers eliminate check transit time, decrease expenses related to manual check cashing, and improve payment security. If you have any questions regarding any of the following forms please contact Liz Gonzalez at liz.gonzalez@wilmingtonnc.gov or 910-341-5861.

CHECKLIST

- **FOR ALL VENDORS:**
 - Current W-9 Form
 - Vendor Application
 - Registered to do business in the state of North Carolina
- **CONTRACTORS:**
 - Insurance Certificate listing City of Wilmington as a loss payee
- **AUTOMATIC PAYMENTS:**
 - Authorization Agreement
 - Void Check or Documentation from Bank

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
OR											
Employer identification number											
				-							

Part II 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 (defined below); and
- 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 for Part II, later.

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. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



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VENDOR APPLICATION

COMPANY NAME _____

DBA _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

REMITTANCE
ADDRESS (if different than above) _____

CITY/STATE/ZIP _____

FEDERAL ID # _____ or SOCIAL SECURITY # _____

CONTACT NAME _____ TITLE _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

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 _____



P.O. Box 1810, Wilmington, NC 28402
Phone (910)341-7822 Fax (910)254-0906
payments@wilmingtonnc.gov

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT (ACH)

Please select one of the following:

First time request for ACH payments Request to change ACH payment information

(Please print or type all information)

The following bank information applies to:

Vendor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Bank Account Information: I hereby authorize the City of Wilmington to initiate deposits to the **CHECKING** Account described below: (No Savings Accounts)

Bank Name: _____

Address: _____

City/State: _____

Routing/ABA Number _____

Bank Account Number _____

Voided Check/W-9 **Please provide a copy of a voided check or bank documentation so that we may verify the account number and routing number when entering into our system. Attach W-9.**

Deposit Notification Information: I hereby authorize the following individual to receive notification via email of the payment details for all funds deposited to the above account:

Name (Printed or Typed): _____

Email Address: _____

Title: _____

Phone #: _____

Term: This change in payment method may take up to 14 days to occur. Payments will continue in the previous method until this change takes effect. This authority will remain in full force and effect until the City of Wilmington has received written notification of discontinuation and in such manner as to afford the City of Wilmington and Depository a reasonable opportunity to change the payment method.

Officer Name (Printed or Typed) _____

Signature: _____

Title: _____

Phone #: _____

Date: _____

ABRASIVES
ACOUSTIC TILE
AGRICULTURAL EQUIPMENT
AIR COMPRESSORS & ACCESS
AIR CONDITIONING & HEATING
AIRCRAFT OPERATIONS
ANIMALS LIVE
APPLIANCES, HOUSEHOLD
ART EQUIPMENT & SUPPLIES
ART OBJECTS
AUTO & TRUCK ACCESSORIES
AUTO &TRUCK MAINTENANCE ITEMS
AUTO BODIES & ACCESSORIES
AUTO MAJOR TRANSPORTATION
AUTO SHOP EQUIPMENT & SUP
BADGES & OTHER ID EQUIP
BAGS, BAGGING, TIES & EROSION
BAKERY EQUIPMENT
BARRELS, DRUMS, KEGS,CONTAINERS
BEARINGS (EXCEPT WHEEL)
BELTS & BELTING
BOATS, MOTORS,& MARINE SUP
BOOKBINDING AND BOOK SUPPLY
BRICKS AND CLAY PRODUCTS
BROOM, BRUSH &MOP SUPPLIES
BRUSHES (NOT CLASSIFIED)
BUILDER'S SUPPLIES
BUILDING MAINTENANCE/REPAIR
BUILDING, FABRICATED
CAFETERIA & KITCHEN EQUIP
CHEMICAL LAB EQUIP & SUPP
CHEMICAL RAW MATERIALS
CHEMICAL, COMMERCIAL, BULK CLEANING
COMPOSITION/SOLVENTS
CLINICAL LAB TESTS
CLOCKS
CLOTHING & APPAREL COMMUNICATIONS/
MEDIA SERVICE COMPUTERS, DP & WORD
PROC CONCRETE & CORRUGATED
MATERIAL CONTROL,RECORDING
INSTRUMENTS COOLER, DRINKING
WATER
HARDWARE, AND ALLIED ITEMS
HEALTH RELATED SERVICE
HOSE, ALL KINDS
HUMAN SERVICES
JANITORIAL SUPPLIES
LABORATORY EQUIPMENT/ACC

COPIER
COPYING MACHINE SUPPLIES
CRAFTS SPECIALIZED
CRAFTS, GENERAL
CULTERY, DISHES...ETC
DATA PROCESSING MAINTENANCE
DP PROCESSING & SOFTWARE
DRAPES, CURTAINS, UPHOLSTERY
EDUCATIONAL SERVICES
ELECTRICAL CABLES/WIRE NE
ELECTRICAL EQUIP & SUPPLY
ELECTRONIC COMPONENTS
ELEVATORS
EMBOSSING/ENGRAVING
ENERGY COLLECTING EQUIPMENT
ENGINEERING EQUIPMENT
ENVELOPES, PLAIN, PRINTED
EPOXY BASED FORMULAS
EQUIPMENT MAINTENANCE & REPAIR
EQUIPMENT RENTAL
FASTENERS, FASTENING DEVICES
FENCING
FERTILIZERS & SOIL CONDITION
FINANCIAL SERVICES
FIRE PROTECTION EQUIP/SUP
FIRST AID & SAFETY EQUIP
FLAGS, POLES, BANNERS & ACC
FLOOR COVERING, INSTALLATION ET
FLOOR MAINTENANCE MACHINE, PARTS
FOOD, BEVERAGES
FOODS: FRESH BAKERY
FOODS: FRESH DAIRY
FOODS: FROZEN
FOODS: PERISHABLE
FORMS, CONTINUOUS, COMPUTER
FOUNDRY CASTINGS, EQUIP
FUEL, OIL, GREASE & LUBRICATION
FURNITURE, LAB, SPECIAL
FURNITURE, NON OFFICE
FURNITURE, OFFICE
GLASS & GLAZING SUPPLY
GROUNDS & PARK SERVICES
POISONS: AGRIC AND INDUSTRIAL
POLICE EQUIPMENT AND SUPP
PRINTING & SILK SCREENING
PUBLIC WORKS & RELATED SE
PUBLICATIONS/AUDIOVISUAL
PUMPS AND ACCESSORIES

LAWN EQUIPMENT
LIBRARY MACHINES/SUPPLIES
LIBRARY SERVICES
LUGGAGE, BRIEF CASES
LUMBER, WOOD, SIDING ETC
MACHINERY & HEAVY HARDWARE
MARKERS, PLAQUES, SIGN, TRAFFIC
MARKING DEVICES
MATERIAL HANDLING EQUIPMENT
MECHANICAL LIFT SYSTEMS
METALS; BARS, PLATES, RODS
MICROFICHE, MICROFILM
MINORITY VENDORS
MISC SERVICES
NON PROFIT ORGANIZATIONS
NON REIMBURSABLE TAX
NURSERY STOCK & SUPPLIES
OFFICE MACHINES & ACCESS
OFFICE MECHANICAL AIDS, SMALL
OFFICE SUPPLIES
OFFICE SUPPLIES, PAP & RIB
OFFICE SUPPLY; INKS, LEADS
PAINT, COATINGS, WALLPAPER
PAINTING EQUIPMENT & ACC
PAPER
PAPER & PLASTIC-DISPOSABLE
PARK, PLAYGROUND, SWIMMING
PERSONNEL TEMPORARY
PHOTOGRAPHIC EQUIPMENT
PIPE FITTINGS & VALVES
PLASTICS

RADIO AND TELECOMMUNICATION
RAGS, SHOP TOWELS, WIPING
REAL PROPERTY RENTAL & LS
REFRIGERATION EQUIPMENT
ROAD AND HIGHWAY MATERIAL
ROAD/HIGHWAY HEAVY EQUIPMENT
ROAD/HIGHWAY EQUIPMENT
ROAD/HIGHWAY MATERIAL
ROOFING MATERIALS
SALT
SCHOOL AND HIGHER EDUCATION
SECURITY, FIRE & SAFETY SE
SEED, SOD, SOIL,& INOCULANTS
SHIPPING AND HANDLING
SHOES AND BOOTS
SOUND SYSTEMS & ACCESSORY
SPORTING AND ATHLETIC EQUIPMENT
TANKS
TAPE
TELEVISION EQUIPMENT
THEATRICAL EQUIPMENT
TIRES AND TUBES
TOOLS, HAND (NOT CLASSED)
VENETIAN BLINDS ETC
VIDEO EQUIPMENT
VISUAL EDUCATION EQUIPMENT
WATER/SEWAGE TREATMENT EQUIP.
WATER TREATING CHEMICALS
WELDING EQUIPMENT
WELDING EQUIPMENT/SUPPLIES

SERVICES:

BUILDING MAINTENANCE

BRASS RESTORATION
CARPENTRY
ELECTRICIAN
EXTERMINATING SERVICES
JANITORIAL SERVICES
MASONRY
PAINTING
PLUMBING
ROOFING

MISCELLANEOUS SERVICES

ATTORNEY
AUCTIONEER
CATERING
CONSULTING

PUBLIC WORKS AND RELATED SERVICES

ALUM SLUDGE REMOVAL
ARCHITECTURE
BUILDING CONSTRUCTION
COMMERCIAL & RESIDENTIAL REFUSE COLLECTION
DEMOLITION
DRAINAGE
DREDGING
ENGINEERING
LEAF BRUSH & BRANCH COLLECTION
LOT CLEARING
ODOR AND CORROSION CONTROL
SIDEWALK CONSTRUCTION
STREET & HIGHWAY CONSTRUCTION
UNDERGROUND UTILITIES CONTRACTOR
WASTEWATER TREATMENT PLANT
WATERPLANT
WATER TOWER CONSTRUCTION & REMOVAL

MISCELLANEOUS

GENERAL CONTRACTOR
HVAC CONTRACTOR
ELECTRICAL
PLUMBING