

(Office Use Only)

Vendor# \_\_\_\_\_

MBE Code \_\_\_\_\_

## NEW VENDOR REGISTRATION

**\*\*\*ALL OF THIS INFORMATION MUST BE MADE AVAILABLE TO PURCHASING  
BEFORE A NEW VENDOR CAN BE SET UP IN THE SYSTEM!!!!!!\*\*\*\*\***

NAME/COMPANY NAME: \_\_\_\_\_

**\*\*\*Name/Company Name must be as listed on Tax Statements\*\*\***

PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REMIT TO ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR CONTACT NAME: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

FAX #(if available): \_\_\_\_\_

***Mark Answer with an "X"***

IS VENDOR AN ANSON COUNTY SCHOOLS EMPLOYEE?

☐ Yes

☐ No

SHOULD THIS BE A TAXABLE ACCOUNT?

☐ Yes

☐ No

WILL THIS VENDOR CHARGE US FREIGHT?

☐ Yes

☐ No

SHOULD THIS VENDOR BE FLAGGED FOR A 1099?

☐ Yes

☐ No

**\*\*\*IF THE VENDOR IS NOT A CORPORATION, WE MUST HAVE A COPY OF THE  
SOCIAL SECURITY CARD FOR IDENTIFICATION PURPOSES. THE VENDOR  
NAME MUST BE SET UP AS IT IS ON THE SOCIAL SECURITY CARD.\*\*\***

**\*\*\*ANSON COUNTY SCHOOLS IS NOT TAX EXEMPT, PLEASE NOTIFY ALL NEW & OLD  
VENDORS.**

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR STATE REQUIRED REPORTING, PLEASE COMPLETE THE FOLLOWING**

MBE Status (Minority Business Enterprises) (check all that apply)

\_\_\_\_\_ Government Agencies  
 \_\_\_\_\_ Woman Owned  
 \_\_\_\_\_ Black  
 \_\_\_\_\_ Asian American  
 \_\_\_\_\_ Disadvantaged

\_\_\_\_\_ Minority Owned  
 \_\_\_\_\_ Disabled Owned  
 \_\_\_\_\_ Hispanic  
 \_\_\_\_\_ American Indian  
 \_\_\_\_\_ Female

State Contract Approved Vendor

☐

Yes

☐

No

Approved Term Contract Numbers \_\_\_\_\_

None of the Above \_\_\_\_\_

TAXES: Any Applicable taxes shall be invoiced as a separate item.

G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G.S.105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchase in North Carolina. Conditions under G.S. 105-164.8(b) include:

(1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the bid document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.

North Carolina Sales &amp; Use Tax Account ID# \_\_\_\_\_

**Fax Completed form to:**

Purchasing Department

Fax (704)694-2282

OR

**Mail to:**

Anson County Schools

Purchasing Department

320 Camden Road

Wadesboro, N.C. 28170