



## Vendor Information Form

<b>Office Use Only</b>
Vendor #

Please return completed form and a **Form W-9** to:

CCS Purchasing Department	FAX: 910-678-2380
2491 Gillespie Street	E-mail: <a href="mailto:purchasing@ccs.k12.nc.us">purchasing@ccs.k12.nc.us</a>
Fayetteville, NC 28306	

### Section I: To be completed by School or Department Making Request

<b>Please check one:</b>	NEW VENDOR	VENDOR CHANGE	<b>Date:</b>	
<b>Requested by CCS Employee (Name):</b>			<b>Telephone:</b>	

### Section II: To be completed by vendor

<b>Vendor Name:</b>																													
<b>Federal Tax ID:</b>				-												OR	<b>Social Security #:</b>				-			-					
<b>ORDER ADDRESS</b>										<b>REMITTANCE ADDRESS (if different from Order Address)</b>																			
<b>Street (line 1)</b>										<b>Street (line 1)</b>																			
<b>Street (line 2)</b>										<b>Street (line 2)</b>																			
<b>City</b>										<b>City</b>																			
<b>State</b>										<b>State</b>																			
<b>Phone (Required)</b>										<b>Contact Person</b>																			
<b>Fax</b>										<b>E-mail</b>																			
<b>Company Website</b>																													
<b>Are you registered with the North Carolina E-Procurement System?</b> More information at <a href="http://www.eprocurement.gov">www.eprocurement.gov</a>										<b>YES</b>					<b>NO</b>														
<b>For state required reporting, are you a NC recognized Historically Underutilized Business (HUB)?</b> More information at <a href="https://ncadmin.nc.gov/businesses/hub">https://ncadmin.nc.gov/businesses/hub</a>										<b>YES</b>					<b>NO</b>														
<b>Are you an employee of Cumberland County Schools or are any of your company's principal officers, owners or employees currently employed with Cumberland County Schools?</b>										<b>YES</b> State relationship: _____					<b>NO</b>														

### Section III: For CCS Purchasing Department Use Only

Vendor qualification:

Vendor is barred from doing business with the Federal government per <a href="http://www.sam.gov">www.sam.gov</a> .	<b>YES</b>		<b>NO</b>	
Vendor is barred from doing business with the State of NC per NC Debarred Vendor list.	<b>YES</b>		<b>NO</b>	