

**COUNTY OF MONTGOMERY, NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION -- FINANCE OFFICE
"PAYEE INFORMATION PROFILE" INSTRUCTIONS**

Certain information is required to enhance our ability to efficiently process the County's purchases of goods and services and other payments. To become or remain an active vendor (i.e. payee) in good standing with the County, please complete and return the "Payee Information Profile" (this form acts as a substitute for IRS Form W-9). All individuals, merchants, and others who expect payment for goods and/or services should read and adhere to following stipulations.

- Prior to providing goods or services, submit this form and wait to be approved as a vendor. An approval is good for up to 60 months.
- All merchants in North Carolina must comply with the State's sales tax provisions enforced by the NC Department of Revenue. The County does not wish to conduct business with non-compliant merchants.
- The County must pay both State of North Carolina and County sales and use taxes on purchases of goods and shipping. These sales taxes, when applicable, must be included on the invoice sent to the County.
- The County requests that all deliveries be shipped FOB destination or freight charges be prepaid by vendor and added to the invoice sent to the County.
- The County's payment terms are net 30 days from the date of receipt of invoice, unless you indicate a longer term. Please list any available discounts for early payment.
- Invoices for delivered materials should include both the order date and the ship date. Invoices for services and events should include a specific date or date range indicating when services were performed or when events were or will be held.
- Invoices for services performed, events held, or goods delivered through June 30 must be received by August 10; and should be billed separately from amounts for period after June 30.
- The County requires an internal 'purchase order number' on purchases for \$500 or more. When applicable, please place the County's purchase order number on invoices, if possible.
- For more information, please refer to the County's "Vendor General Terms and Conditions".

Original invoices must be mailed or delivered to the County at the address below. Ongoing services should be billed on a consistent periodic basis (e.g. bi-monthly, monthly, quarterly, etc.).

Return completed forms to:

Administration -- Finance/Forms

County of Montgomery

Post Office Box 425

Troy, North Carolina 27371-0425

belinda.stuart@montgomerycountync.com

Send invoices to:

Administration -- Finance/Invoices

County of Montgomery

Post Office Box 425

Troy, North Carolina 27371-0425

mkennedy@montgomerycountync.com

For assistance in completing the form or to make inquiries, please contact Finance at 910-576-4221.

Privacy Act Notice: Section 6109 of the Internal Revenue Code requires you to provide your correct EIN to the County. The County files information returns with the IRS to report payments for services, rent, and certain other income paid to applicable vendors. You must provide your EIN whether or not you are required to file a tax return. This information will not be shared with individuals, agencies, entities, or others without an authoritative order from another government.