



# Social Circle City Schools

*Serving Community & Cultivating Success*

## New Vendor Checklist

- \_\_\_\_ Vendor Application  
*(Required by all Vendors)*
- \_\_\_\_ W-9  
*(Required by all Vendors)*
- \_\_\_\_ Professional Services Contract  
*(Required for Vendors providing a professional service)*
- \_\_\_\_ Immigration & Security Form (E-Verify)  
*(Required by all Vendors, unless exempt)*
- \_\_\_\_ Certificate of Insurance  
*(Required by Vendors that perform physical services and/or labor on any Social Circle City School property)*

The District's payment terms for all vendors are net 30 after the receipt of goods and/or services. By signing below, your company agrees to the District's payment terms and that all forms required are included and current.

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



# Social Circle City Schools

*Serving Community & Cultivating Success*

## Vendor Application

Business Name: \_\_\_\_\_

FEIN #/Social Security#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Remit to Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Description (type of services/product): \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Will any of your employees be conducting business on Social Circle City School Property?

Yes\_\_\_ No\_\_\_

*If so, please submit a Certificate of Insurance with this packet.*

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://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 <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> 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 <b>not</b> 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) ► _____	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>
	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:

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 for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

## 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](http://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.*

# SOCIAL CIRCLE CITY SCHOOLS

## Professional Services Contract

Dates Services Contracted: \_\_\_\_\_

Dates Services Rendered: \_\_\_\_\_

Person Responsible for Contract: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ SSN: \_\_\_\_\_

TRS RETIREE: YES ☐ NO ☐ SCCS FINANCE IS REQUIRED TO SUBMIT TO TRS PRIOR TO SERVICES RENDERED.

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In consideration of \$\_\_\_\_\_, payable when services are rendered, I hereby agree to perform the following professional services for Social Circle City Schools, Social Circle, GA 30025:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This contract covers the period \_\_\_\_\_ to \_\_\_\_\_ unless terminated in writing at an earlier date by either of the contracting parties on the basis of mutual consent. Payment to be made upon the submission of properly executed and approved documentation &/or signatures.

E-Verify documents, as required by IRS, are to be submitted with contract.

**Total amount of contract, including travel and expenses as follows:**

Honorarium: \_\_\_\_\_  
Transportation: \_\_\_\_\_  
Other Fees: \_\_\_\_\_  
Total: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature (if applicable): \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Superintendent Signature: \_\_\_\_\_

For Office Use Only:

Approval for Payment: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

11/15/2013

## Instructions for Completing Immigration Forms

Any individual, firm, or corporation, who is interested in contracting with the City of Social Circle Schools for the physical performance of services including, but not limited to schools and central offices, the applicable Georgia Security and Immigration Compliance documents must be completed, signed and notarized. .

The Georgia Security and Immigration Compliance Act (**E-Verify**) went into effect on July 1, 2010. Vendors are required to register with the Department of Homeland Security website: <https://e-verify.uscis.gov/enroll/>. Vendors will be given a registration number which must be included on the Contractor and Subcontractor Affidavit (EEV/Basic Pilot Program\* User Identification Number). The City of Social Circle Schools strictly enforces this law.

### **FREQUENTLY ASKED FACTS ABOUT E-VERIFY**

1. E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).
2. Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number? **No**. The number is issued by the E-verify system to vendors when they register. The **Date of Authorization** is the date the E-Verify number was issued.
3. Georgia Law, O.C.G.A. § 13-10-91, requires all businesses that contract with a public employer for labor or services, by bid or by contract, in where the labor or services exceed \$2499.99 to sign an affidavit attesting that they are registered for and use E-Verify unless (1) the contractor has no employees (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website or (2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service.
4. A contract for service can include a SCCS Purchase Order.

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **SOCIAL CIRCLE CITY SCHOOLS** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

**SOCIAL CIRCLE CITY SCHOOLS**  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
  
\_\_\_\_\_

Exhibit in lieu of E-Verify Immigration Compliance Affidavit  
Social Circle City Schools

Project Number or Description: \_\_\_\_\_

State of Georgia  
Social Circle City Schools  
Walton County

Pursuant to O.C.G.A. 13-10-91, in lieu of the E-Verify Immigration Compliance affidavit, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer.

A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. The Georgia Attorney General provides an annually updated list of such states, and the list is posted on the website of the State Law Department.

In the event that a contractor, subcontractor, or sub-subcontractor later determines that he or she will need to hire employees to satisfy or complete the physical performance of services under an applicable contract, then he or she shall first be required to comply with the affidavit requirements of this subsection.

The undersigned hereby swears or affirms under oath that he/she has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the subject contract, and further swears or affirms under oath that the attached is a true and correct copy of his/her current and valid state issued driver's license or state issued identification card.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_