



Social Circle City Schools

Serving Community & Cultivating Success

New Vendor Checklist

- ___ Vendor Application
(Required by all Vendors)

- ___ W-9
(Required by all Vendors)

- ___ Immigration & Security Form (E-Verify)
(Required by all Vendors, unless exempt)

- ___ Certificate of Insurance
(Vendors that perform physical services 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

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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.*

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 of 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: _____