



MUSCOGEE COUNTY SCHOOL DISTRICT

Completion of the Vendor Registration Form in its entirety is MANDATORY for payment. A current W-9 must be submitted WITH BUT NOT IN PLACE OF the registration form.

Complete and Return to: Muscogee County School District Purchasing Department 2960 Macon Road Columbus, GA 31906. You may also email the form to vendor@muscogee.k12.ga.us	<h2 style="margin: 0;">VENDOR REGISTRATION FORM</h2> <p style="background-color: yellow; margin: 5px 0;">W-9 must be submitted with the Registration Form.</p> <p style="margin: 0;">Do <u>not</u> use this form for students or employees of MCSD.</p>	Do Not Send This Form to IRS <p style="color: red; font-weight: bold; margin: 0;">NOTE: Completing and submitting this form does not, in and of itself, grant any approval, guarantee any purchase, or award any contract to the submitting vendor</p>
Instructions: 1. The preferred method for completing this form is electronic; if you choose to complete the form by hand, please print legibly in blue ink and clearly distinguish numbers, for example, use 0 for zero and 7 for seven. 2. Print and sign the form. 3. Send the form and W-9 to the Muscogee County School District Purchasing Department using one of the following methods: a. Mail (see address above) b. Email to vendor@muscogee.k12.ga.us		
Legal Business Name (Name Used on Tax Filing): _____		
DBA (Doing Business As) Name: _____	<input type="checkbox"/> Employer ID Number (EIN) or <input type="checkbox"/> Social Security Number (SSN)	
Taxpayer Identification Number (TIN): _____	<input type="checkbox"/> Add <input type="checkbox"/> Change – Existing Vendor ID # _____	
Entity Type		
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Non-profit Corporation <input type="checkbox"/> Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation,	<input type="checkbox"/> Tax-Exempt Corporation <input type="checkbox"/> Other Tax-Exempt Entity <input type="checkbox"/> Governmental Entity (Federal, State, Local or other U.S. Governmental unit or agency) <input type="checkbox"/> Non-U.S. Governmental Unit or Agency	Exemptions Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Vendor Business Type		
Are you primarily a supplier of services?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If providing a service, what type?	<input type="checkbox"/> Medical <input type="checkbox"/> Rent <input type="checkbox"/> Attorney/Legal <input type="checkbox"/> Other _____	
Address (Where tax information should be sent.)		
Address: _____	Contact Name: _____	
City: _____	State: _____	Zip: _____
Telephone: _____	Contact Email: _____	
Purchase Order Address		
Address: _____	Contact Name: _____	
City: _____	State: _____	Zip: _____
Telephone: _____	Contact Email: _____	
Indicate whether purchase orders are to be sent via fax or email.		
<input type="checkbox"/> Fax or <input type="checkbox"/> Email (preferred)		
PO Fax: _____	PO Email: _____	_____



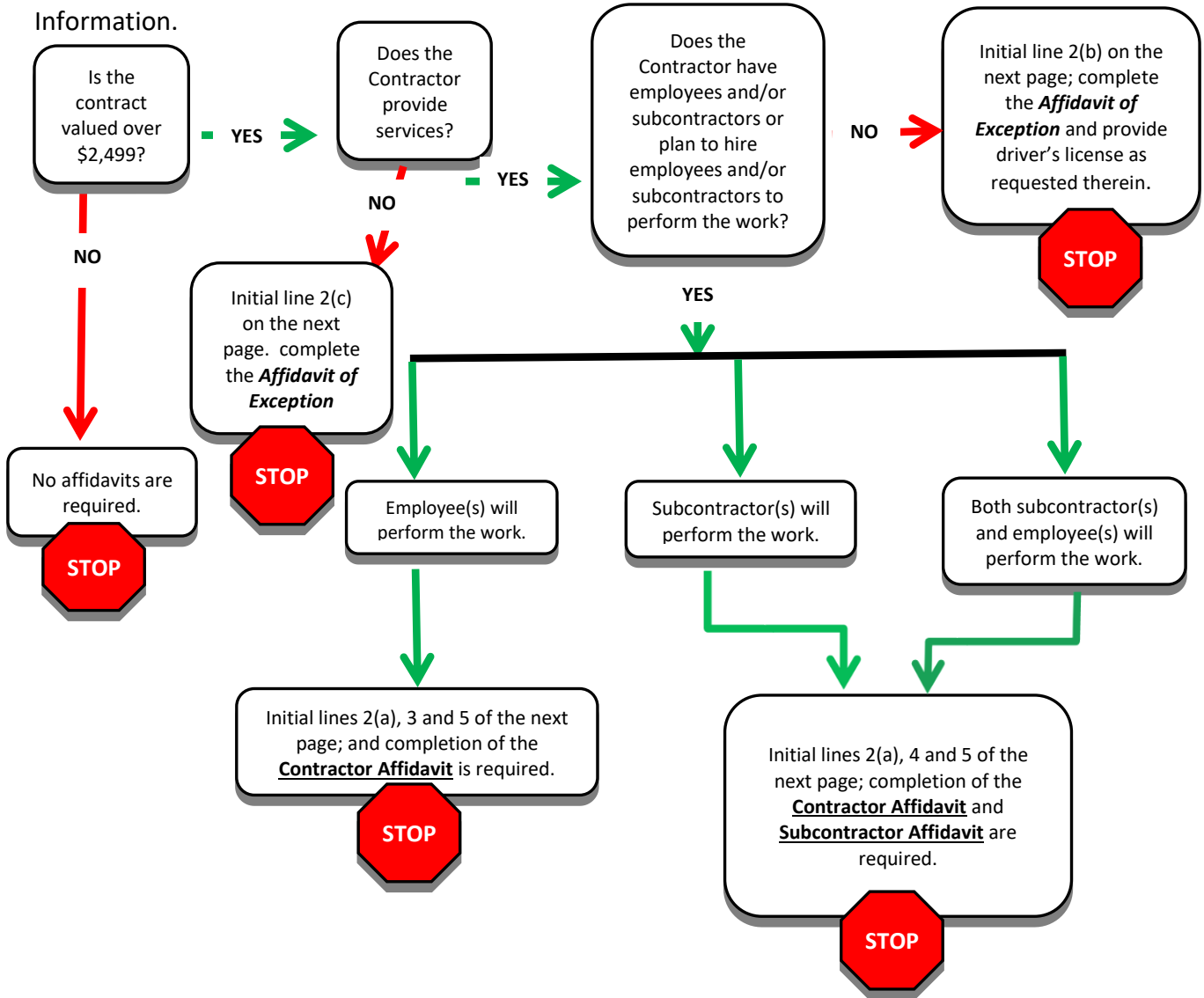
MUSCOGEE COUNTY SCHOOL DISTRICT

Completion of the Vendor Registration Form in its entirety is MANDATORY for payment. A current W-9 must be submitted **WITH BUT NOT IN PLACE OF** the registration form.

Complete and Return to: Muscogee County School District Purchasing Department 2960 Macon Road Columbus, GA 31906. You may also email the form to vendor@muscogee.k12.ga.us	<h2 style="margin: 0;">VENDOR REGISTRATION FORM</h2> <p style="margin: 0; background-color: yellow;">W-9 must be submitted with the Registration Form.</p> <p style="margin: 0;">Do <u>not</u> use this form for students or employees of CCSD.</p>	Do Not Send This Form to IRS <p style="color: red; margin: 0;">NOTE: Completing and submitting this form does not, in and of itself, grant any approval, guarantee any purchase, or award any contract to the submitting vendor</p>
Payment (Remit) Address		
Address:		
Contact Name:		
City:	State:	Zip:
Telephone:	Contact Email:	
Checks should be made payable to:		
Payment Options		
What types of payments do you accept? (Check all that apply) If you select any type of payment transfer please send your bank account and routing number.	<input type="checkbox"/> Check <input type="checkbox"/> Automated Clearing House (ACH) <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Procurement Card <input type="checkbox"/> Credit Card (to pay invoices) <input type="checkbox"/> ePayables (type of credit card to pay invoices)	
For any type of payment not checked, would you consider it as an option?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you responded yes, which type(s) would you consider?		
Comments:		
Vendor Type		
<input type="checkbox"/> Disabled Owned <input type="checkbox"/> Minority Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Veteran Owned <input type="checkbox"/> Women Owned		
Certification		
The Contractor's signature certifies that, under penalties of perjury:		
<ol style="list-style-type: none"> 1. The Contractor's TIN provided is correct, and 2. The Contractor is not subject to backup withholding because: <ol style="list-style-type: none"> (a) I am exempt from withholding, or (b) I have not been notified by the IRS of failure to report interest and dividend income, or (c) The IRS has notified me I am no longer subject to withholding, and 3. The Contractor is a U.S. person to include: (a) a U.S. citizen or U.S. resident alien, (b) a partnership, corporation, company, or association organized in the U.S. or under the laws of the U.S., (c) an estate, or (d) a domestic trust. 		
Signature of U.S. Individual:		Date:

Determine how to comply with the GA Security & Immigration Compliance Act

This section of the Agreement is related to the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-90 *et seq.* The chart below may assist the Contractor in determining which affidavit(s) must be provided as a provision of entering into this Agreement. If in doubt as to whether a document should be completed and submitted, it is recommended that the Contractor submit the Information.



GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.**

TO ALL PROSPECTIVE CONTRACTORS:

If you are providing services to the Muscogee County School District, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized, and submitted with your bid, proposal, quote, contract, or vendor registration.

- 1) The Muscogee County School District shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 *et seq.*
- 2) In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 *et seq.* (collectively the "Act") the contractor ("Contractor") **MUST INITIAL** the statement applicable to Contractor below:
 - (a) _____ (**Initial here**) Contractor represents and warrants that Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq. in accordance with the terms thereof; (Complete and submit the Contractor Affidavit and Agreement); OR*
 - (b) _____ (**Initial here**) The Contractor is a sole proprietor with no employees, subcontractors, or sub-subcontractors, and it will not use or hire employees, subcontractors, or sub-subcontractors for any work performed for the District under the contract. **This requires submission of a Georgia driver's license or a license from an approved state. (Complete and submit the Affidavit of Exception); OR**
 - (c) _____ (**Initial here**) The Contractor will provide **goods only** to the District and will not render any services to the District. If your company provides goods along with ancillary services, such as maintenance, repairs, help desk support, customer support, technological support, or any other ancillary services, your company cannot file an Affidavit of Exception and must register with E-Verify. **(Complete and submit the Affidavit of Exception); OR**
 - (d) _____ (**Initial here**) The Contractor is a foreign company and the work performed under the contract will be done in a foreign country by residents of that country. Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa. **(Complete and submit the Affidavit of Exception); OR**
 - (e) _____ (**Initial here**) The Contractor is an individual who is licensed pursuant to Official Code of Georgia Title 26 or Title 43, or by the State Bar of Georgia; whose license is in good standing, and the Contractor is the individual who will be performing the services under the contract. **(Complete and submit the Affidavit of Exception)**
- 3) _____ (**Initial here**) **Contractor will not employ or contract with any subcontractor** in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the federal work authorization program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq.*
- 4) _____ (**Initial here**) Contractor covenants and agrees that, ***if Contractor employs or contracts with any subcontractor*** in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor's name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq.* **(Complete and submit the Subcontractor Affidavit and Agreement)**
- 5) _____ (**Initial here**) Contractor agrees to provide the Muscogee County School District with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of its receipt of any such documents.

Company Name: _____

CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify public employer Muscogee County School District in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to public employer Muscogee County School District within five (5) business days of receipt.

**Federal Work Authorization
User Identification Number
(4 to 7 Digit Number)**

Date of Authorization

Name of Contractor

Email Address

Telephone Number

Name of Public Employer

Muscogee County School District

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 of Contractor

Printed Name and Title of Authorized Officer or Agent

NOTARY INFORMATION

Subscribed and Sworn before me this the _____ day of _____
_____, 20____.

Notary Public Signature

My Commission Expires: _____

Affix Notarial Seal Here

SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with _____ (name of contractor) on behalf of public employer Muscogee County School District, 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 subcontractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b), and that the subcontractor shall forward notice of receipt of any sub-subcontractor's affidavit to the contractor and School District, together with a copy of such affidavit, within five (5) business days of its receipt of the same. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice, together with copies of such affidavits, to the contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**Federal Work Authorization
User Identification Number
(4 to 7 Digit Number)** _____

Date of Authorization _____

Name of Subcontractor _____

Email Address _____

Telephone Number _____

Name of Public Employer Muscogee County School District

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 of Subcontractor

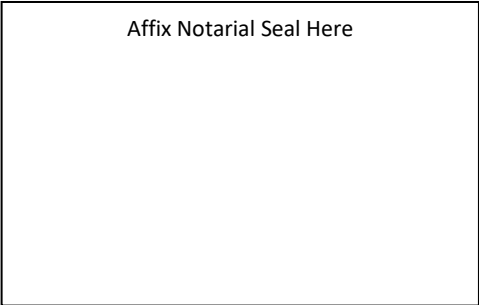
Printed Name and Title of Authorized Officer or Agent

NOTARY INFORMATION

Subscribed and Sworn before me this the _____ day of _____
_____, 20____.

Notary Public Signature

My Commission Expires: _____



AFFIDAVIT OF EXCEPTION PURSUANT TO O.C.G.A. § 13-10-91(b)(5)

The undersigned, in connection with a proposed contract or subcontract with the Muscogee County School District (the “School District”) for the physical performance of service in the State of Georgia (the “Contract”), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my state issued driver’s license or state issued identification card is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract, then before hiring any employees, I will:
 - (i.) Immediately notify the School District and all higher tier contractors (if any) in writing; and
 - (ii.) Register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986, P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-90; and
 - (iii.) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.01 *et seq.*; OR
- (f) The Contractor will provide **goods only** to the District and will not render any services to the District. If your company provides goods along with ancillary services, such as maintenance, repairs, help desk support, customer support, technological support, or any other ancillary services, your company cannot file an Affidavit of Exception and must register with E-Verify; OR
- (g) The Contractor is a foreign company, and the work performed under the contract will be done in a foreign country by residents of that country; OR
- (h) The Contractor is an individual who is licensed pursuant to Official Code of Georgia Title 26 or Title 43, or by the State Bar of Georgia; whose license is in good standing, and the Contractor is the individual who will be performing the services under the contract.

Print Company Name / Name of Sole Proprietor

BY: Signature of Authorized Officer/Agent of Company/Sole Proprietor

Date

NOTARY INFORMATION

Sworn to before me this ____ day of _____, 20____.

Notary Public Signature

My Commission Expires: _____



Muscogee County School District (MCSD)

Vendor Authorization Agreement For Electronic Fund Transfers Direct Deposit

Please supply the information requested and return the completed form to:

Muscogee County School District, Purchasing Department, P.O. Box 2427, Columbus, GA 31902
706-748-2350, vendor@muscogee.k12.ga.us, Fax 706-748-2359

Vendor Payment Information

Remit To:

Vendor Name

Attention:

Tax ID Number (TIN)

Address

City & State

Zip Code

Phone

Fax

Email Address For Accounts Receivable

Do you accept purchasing cards (VISA) for invoice payment? _____

Do you accept payments through electronic fund transfers? _____

AUTHORIZATION AGREEMENT FOR ELECTRONIC FUND TRANSFERS DIRECT DEPOSIT

Along with this authorization, a copy of a voided pre-printed check slip must be submitted.

I hereby authorize Muscogee County School District to initiate credit entries and, if necessary, debit entries to correct errors to the account at the depository financial institution named below. This authority is to remain in full force and effect until MCSD receives written notification of termination in such a manner to afford MCSD and the financial institution a reasonable opportunity to act upon the notification for termination. I understand that a paper payment check may be issued in the event circumstances prevent the EFT payment.

Bank Name _____

Bank Address _____

Bank Contact Person _____ Telephone Number _____

Routing Number _____

Checking Account Number _____

Authorizer Name _____ Authorizer Title _____

Signature of Authorizer _____ Date _____

MCSD USE ONLY

Date Authorization Form Received _____

Date Entered Into Vendor Database _____

Form Updated 05/02/2016