



Vendor Application

Please fill out this form and send by email to the appropriate County contact. Each business that submits the New Vendor Package Documentation in full will be added as Active Vendor in our Software.

Check All That Apply

New Vendor

Update Existing Vendor

In Relation Bid/Proposal

Accept C.C. Payment

Vendor Name	Date Application Completed
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<u>Order Address</u>		<u>Pay Address</u>	
Street		Street	
Street		P.O. Box	
City		City	
State	Zip Code	State	Zip Code

Contact Person	Telephone Number	Fax Number	E-mail Address
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Federal Tax ID # (please send a copy of the W9)	Signature Responsible for Application Completion
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Department Head Signature	Purchasing Specialist Signature
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Type of Service Being Provided	Vendor Relation to Appropriate Department Head
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This Vendor Certifies That It Is A (if applicable)

Disabled

Minority Business Enterprise

Woman Business Enterprise

To qualify for MWBE status, 51% of the company must be owned and controlled by minority groups or women. For the purpose of this definition, minority group members are Black Americans, Hispanic Americans, American Indians and/or American Women. To qualify for Disabled status, 51% of the company must be owned and controlled by disabled persons.



Vendor Electronic Payment Authorization Form

Vendor Name	Date Authorization Completed
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<u>Vendor Address</u>		<u>Bank Information</u>	
Street		Name of Bank	
Street		Bank Routing Number	
City		Bank Account Number	
State	Zip Code	Checking Account	Savings Account

Authorized Signature	Printed Name	Title
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Telephone Number	Notification of Payment E-mail Address
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In order for Yadkin County Finance Department to complete the process of updating Vendor information, all vendors **MUST** provide a bank verification letter or a voided check to accompany the following completed form.

For your convenience and benefit, Yadkin County is now processing vender payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit by email. This notice will provide you with all the information that would normally be on your check stub.

Please remember, in the event that you change banks, bank account numbers, or email addresses, you must notify the County with the necessary changes and include a new bank verification letter or a voided check. Failure to notify us of these changes will cause delayed payments to you. Please send all changes once initially established to our Yadkin County Purchasing Specialist, mgjones@yadkincountync.gov.

Contact Mary Grace Jones, Purchasing Specialist, at mgjonees@yadkincountync.gov or (336) 849 – 7560 with questions as necessary!