



### INSTRUCTIONS FOR COMPLETING FORMS W-9 & E-VERIFY

To: Vendors paid by The Town of Manteo

The Town of Town of Manteo will require a current form W-9 and E-verify Affidavit before we can pay vendors.

#### 1) Form W-9

- a. The NAME should be the name that matches your Tax ID number
  - i. If you are a sole proprietor, you will enter your Individual Name as NAME
    1. If you have a business name or dba (doing business as) name, enter this as the BUSINESS NAME
  - ii. If your business is taxed as a Corporation, Partnership or Trust/Estate,
    1. Enter the Business Name that matches your business tax filing name
- b. **Check the appropriate box for the Federal Tax Classification of your business.**
- c. Enter your Social Security number only if you file your business taxes as an Individual/ Sole Proprietor (or single member LLC).
- d. Enter your business EIN (employer identification number) if your business is taxed as a corporation, partnership or trust/estate.
- e. Be sure to sign and date the form.
- f. Note that we will only issue a 1099 if we pay a vendor for services or labor, total payments for the year are \$600 or more, and your business is not incorporated.

#### 2) E-Verify Affidavit

- a. As of September 4, 2013 all NC Government entities are required to verify that vendors we pay are compliant with the federal E-verify laws.
- b. Please fill out this form, sign and date.

PLEASE RETURN BOTH FORMS AS SOON AS POSSIBLE. We will not be able to pay you without current forms on file. Please contact me if you have any questions.

Susan Ditta  
Accountant  
ditta@townofmanteo.com  
Phone: (252) 473-2133  
Fax: (252) 473-2076

**AFFIDAVIT OF COMPLIANCE WITH N.C. E-VERIFY STATUTES  
FOR VENDORS & CONTRACTORS PAID BY THE TOWN OF MANTEO**

Effective September 4, 2013, all North Carolina counties, cities and towns are required to ensure that vendors and contractors paid by these public entities comply with E-Verify hiring requirements. The Town of Manteo is complying with these new requirements by requiring vendors and contractors to complete this affidavit.

The Town of Manteo pays a vendor or contractor, hereafter referred to as the "Company / Employer", for goods or services. A representative of the Company / Employer paid by the town will need to complete this E-Verify Affidavit (and also a current form W-9) before the Town can remit payments for invoices.

If the Company / Employer paid by The Town of Manteo has employees, the company may be required to use "E-Verify" to verify the legal employment status of newly hired employees.

E-Verify is a federal program operated by the US Department of Homeland Security, Immigration Service, and the Social Security Administration. Any person, business entity, or other organization that transacts business in the State of North Carolina AND employs 25 or more employees in North Carolina must use E-Verify. Each employer, after hiring an employee to work, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

**CHECK THE TYPE OF COMPANY / EMPLOYER AND COMPLETE THE INFORMATION FOR YOUR BUSINESS:**

- COMPANY / EMPLOYER WITH LESS THAN 25 EMPLOYEES – not required to use E-Verify.
  
- COMPANY / EMPLOYER WITH 25 EMPLOYEES OR MORE – required by NC S.L. 213-418 to use E-Verify. Yes, we comply.

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Company (Employer) Name (matches Tax ID number)	Tax ID number	Employer Representative Name
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Employer Representative Title	Representative Signature	Date
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## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your Income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	Town of Manteo PO Box 246 Manteo, NC 27954	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Vendors-Please Complete this in FULL

TOWN OF MANTEO  
ACCOUNTING DIVISION  
PO BOX 246  
MANTEO, NC 27954  
Fax (252) 473-2076



VENDOR APPLICATION

For Accounting Use Only  
V# \_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

DOES YOUR COMPANY HAVE LESS THAN 3 EMPLOYEES? (circle one) YES NO  
IF YES, PLEASE COMPLETE THE "INDEPENDENT CONTRACTOR VS EMPLOYEE CHECKLIST" ATTACHED.

PAYMENT ADDRESS	ORDER ADDRESS
STREET _____	STREET _____
PO BOX _____	PO BOX _____
CITY _____	CITY _____
STATE _____	STATE _____
ZIP CODE _____	ZIP CODE _____
CONTACT NAME _____	CONTACT NAME _____
PHONE NUMBER _____	PHONE NUMBER _____
FAX NUMBER _____	FAX NUMBER _____
TERMS _____	DISCOUNT _____

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

\*\*\*THE TOWN OF MANTEO DOES NOT HAVE A TAX EXEMPT CERTIFICATE, PLEASE CHARGE THE TOWN SALES TAX AT THE TIME OF INVOICE WHEN APPLICABLE\*\*\*\*\*

**CERTIFICATION OF ELIGIBILITY  
Under the Iran Divestment Act**

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.*\* requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:  
<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>  
and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at [Meryl.Murtagh@nctreasurer.com](mailto:Meryl.Murtagh@nctreasurer.com) or (919) 814-3852.

\* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but has been renumbered for codification at the direction of the Revisor of Statutes.