



Paulding County School District
Supplier/Vendor Application Request Forms
(Please type or legibly print & complete all required sections)

Central Office Use Only

Vendor #: _____
 1099: Y ____ N ____
 Date Entered: _____

Name of School requesting new supplier/vendor: _____

Business Information

Legal Business Name:		
Address:		
City:	State:	Zip:
Web Address:		
Federal ID Number or SSN (<i>W-9 Form Also Required</i>):		
Related Parties Disclosure: Are you a current employee of Paulding County School District (PCSD)? Yes ____ No ____		
Do you have immediate family members that are employed with PCSD? Yes ____ No ____ Name: _____ Relation: _____		
List additional immediate family members and relation here: _____		

Contact Information

General Contact Name:	Phone:	Fax:
General Contact Email Address:		
Purchase Order Contact Name:	Phone:	Fax:
Purchase Order Email Address (<i>Note: This address will be used to send Purchase Orders electronically</i>):		

Payment/Remittance Information

Business Name:				
Remittance Address:				
City:	State:	Zip:		
Accounts Receivable Contact Name:	Phone:	Fax:		
Accounts Receivable Email Address:				
Payment Terms	30 days: _____	60 days: _____	P-Card (optional): _____	Other: _____

Paulding County Invoicing Requirements:

<i>Unless otherwise noted, all invoices are to be sent to the Accounts Payable Department via USPS or Email.</i>	
USPS: Accounts Payable Paulding County School District 3236 Atlanta Highway Dallas, GA 30132	Email: accountspayable@paulding.k12.ga.us

Application Submittal:

USPS: Procurement Director Paulding County School District 3236 Atlanta Highway Dallas, GA 30132 Or Email: purchasing@paulding.k12.ga.us	Required Forms: The following forms are required to be submitted with this application. Failure to submit these forms will delay approval and entry into our supplier database. <ol style="list-style-type: none"> 1. A completed and signed IRS form W-9 (Rev. October 2018) 2. Applicable E-verify affidavit per the Georgia Security & Immigration Compliance Act as amended, O.C.G.A. 13-10-90 et.seq.
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Disclaimer: Receipt of this application by the District neither implies or guarantees any contract or obligation to purchase goods or services from applicant.

 Representative Signature

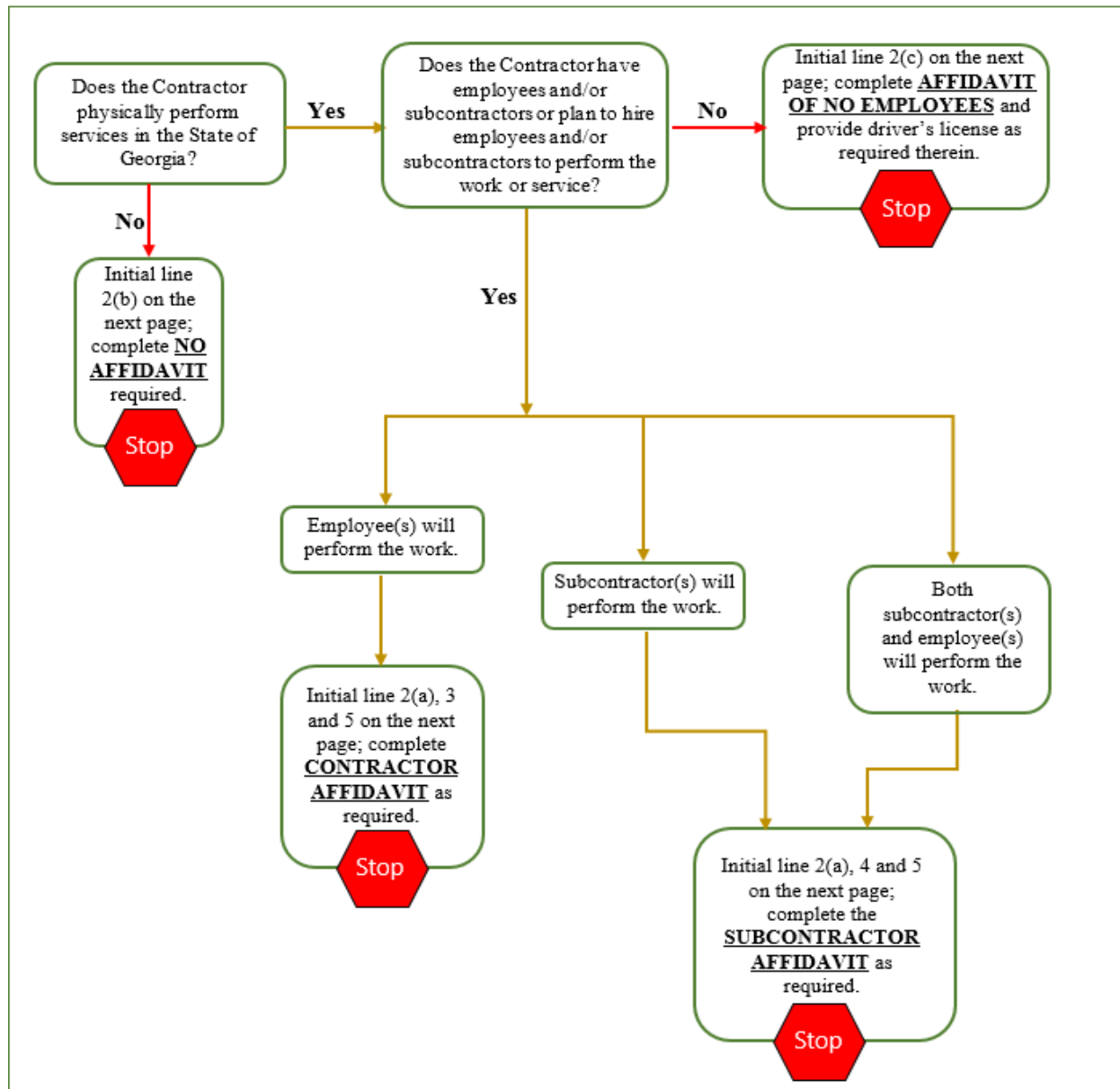
 Date

 Representative Printed Name

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Determine how to comply with the GA Security & Immigration Act

This section is related to the GA Security & Immigration Compliance Act, O.C.G.A. §13-10-90 et seq. The chart below may assist you and your organization in determining whether these documents are applicable to you or the good/services your business provides. If in doubt as to whether a document should be completed and submitted, it is recommended that the vendor submit the information that best represents your organization in the flowchart below. If clarification is needed, contact the Purchasing Department via email at purchasing@paulding.k12.ga.us.





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**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT, AS AMENDED BY THE ILLEGAL
IMMIGRATION REFORM ACT OF 2011, O.C.G.A. 13-10-90, ET AL.**

If you are providing physical performance of services to the Paulding County School District (PCSD), the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized, and submitted with your bid or proposal.

1. The PCSD shall comply with the Georgia Security and Immigration Compliance Act, as amended, Act O.C.G.A. 13-10-90 et. seq.
2. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. 13-10-90 et. seq., (collectively the "Act"), the Vendor ("Contractor") **Must initial** the statement applicable to Contractor below:
 - (a) _____ (Initial here) Contractor 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; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor 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.; **or**
 - (b) _____ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et. al. and thus does not have to comply with the foregoing Georgia law
 - (c) _____ (Initial here) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services and thus has provided a U.S. state-issued driver's license or ID card in lieu of an affidavit, which license or ID card was issued by a State that verifies lawful immigration status before issuing the license or ID card. If my status changes I will, before hiring any employees, immediately notify the District in writing and provide all affidavits required (Complete the Affidavit of No Employees)
3. _____ (Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, 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 agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; 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 sub-subcontractors unless the sub-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.
5. _____ (Initial here) Contractor agrees to provide the PCSD with all affidavits of compliance as required by O.C.G.A. 13-10-90 et. Seq. 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 receipt.
6. _____ (Initial here) Vendor is a foreign company and therefore not required to provide the affidavit as required by O.C.G.A. §13-10-90 *et seq.* Vendor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

Company Name: _____



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CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The individual, firm, or corporation ("Vendor") which is contracting with the Paulding County School District has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs 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 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (2) Vendor's correct user identification number and date of authorization is set forth herein below.
- (3) Vendor agrees that the Vendor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Paulding County School District, unless at the time of the contract said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Vendor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Vendor with notice of receipt and a copy of every subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Vendor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Paulding County School District at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

- (4) Vendor further agrees to and shall provide Paulding County School District with copies of all other affidavits or other applicable verification received by Vendor (i.e.: subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

(Note: Should be a 4 to 6-digit number)

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Vendor Name

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Vendor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF, 20 ____

Notary Public

My Commission Expires



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SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with _____ (name of contractor), which has a contract with the Paulding County School District.
- (2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs 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 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (3) Subcontractor's correct user identification number and date of authorization is set forth herein below.
- (4) Subcontractor agrees that the Subcontractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Paulding County School District, unless said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Subcontractor with notice of receipt and a copy of every subcontractor Affidavit or other permissible verification procured by subcontractor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.
- (5) Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Vendor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV/Basic Pilot Program User Identification Number

(Note: Should be a 4 to 6-digit number)

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Sub-contractor Name

BY: Signature of Authorized Officer or Agent (of Subcontractor)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____

Notary Public

My Commission Expires

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AFFIDAVIT OF NO EMPLOYEES

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

- (1) I am a sole proprietor.
- (2) I do not employ any other persons.
- (3) I do not intend to hire any employees to perform the Contract.
- (4) A true, correct and complete copy of my driver's license is attached hereto.
- (5) 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:
 - (a) immediately notify the School District in writing; and
 - (b) 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 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended; and
 - (c) 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-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08.

Print Company Name / Name of Sole Proprietor

BY: Signature of Authorized Officer/Agent

Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires

[Attach a copy of driver's license]