



## VENDOR INFORMATION FORM

VENDOR # \_\_\_\_\_ (Assigned by the Town of Smithfield)

Legal Name  
(Business or Owner) \_\_\_\_\_

Doing Business As (DBA) \_\_\_\_\_

Remit Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Is this a minority owned business? \_\_\_\_\_

Products or services you wish to sell: \_\_\_\_\_

Federal Law requires that taxpayer identification numbers from individuals and businesses be obtained for anyone receiving payment from the Town of Smithfield. Please complete the Form W-9 and return with Vendor Information Form.

The federal E-Verify program which is operated by United States Department of Homeland Security is used to verify the work authorization of newly hired employees pursuant to federal law. In accordance with NCGS §160A-169.1, no town may enter into a contract unless the contractor and the contractor's subcontractors comply with these requirements. The Town of Smithfield requires vendors/contractors to complete and return a notarized copy of the E-Verify Affidavit for purchases and/or construction/repair contracts in the formal bidding range.

As a condition of doing business with the Town of Smithfield, all vendors performing services on town premises must provide a Certificate of Liability Insurance that includes evidence of Workers' Compensation Insurance, Automobile Liability Insurance, and evidence of General Liability Insurance with limits of liability not less than \$1,000,000.

If you have questions, please contact Pamela Session at (919) 934-2116 Ext. 1136.

Please return all forms to:

Mailing

Attn: Pamela Session  
Town of Smithfield  
PO Box 761 Smithfield  
NC, 27577

Fax

Attn: Pamela Session  
(919) 934-1688

Email

pamela.session@smithfield-nc.com