

# City of Commerce

PO Box 348  
Commerce, Georgia 30529  
www.commercega.gov



## VENDOR REGISTRATION FORM

### COMPANY CONTACT

|  |  |                        |  |
|--|--|------------------------|--|
| <b>COMPANY NAME</b>                          |  | <b>MAILING ADDRESS</b> |  |
| <b>TELEPHONE</b>                             |  |                        |  |
| <b>FAX</b>                                   |  |                        |  |
| <b>EMAIL</b>                                 |  | <b>WEBSITE</b>         |  |
| <b>POINT OF CONTACT<br/>NAME &amp; TITLE</b> |  | <b>CONTACT EMAIL</b>   |  |
| <b>CONTACT PHONE 1</b>                       |  | <b>CONTACT PHONE 2</b> |  |

### COMPANY OVERVIEW

|  |  |  |  |
|--|--|--|--|
| <b>GENERAL<br/>DETAILS OF<br/>SERVICES / GOODS</b> |  |  |  |
| <b>DATE COMPANY<br/>ESTABLISHED</b>                |  | <b>GROSS ANNUAL<br/>SALES</b>          |  |
| <b>GEOGRAPHIC<br/>SERVICE AREA</b>                 |  | <b>LEGAL STRUCTURE</b>                 |  |
| <b>BUSINESS TYPE</b>                               |  | <b>YEARS PREVIOUSLY<br/>REGISTERED</b> |  |
| <b>INSURED?</b>                                    |  | <b>BONDED?</b>                         |  |
| <b>LICENSED?</b>                                   |  | <b>LICENSE NUMBER</b>                  |  |
| <b>ADDITIONAL INFO</b>                             |  |  |  |

### BANKING INFORMATION

|                         |  |                     |  |
|-------------------------|--|---------------------|--|
| <b>BANK NAME</b>        |  | <b>BANK ADDRESS</b> |  |
| <b>BENEFICIARY NAME</b> |  |                     |  |
| <b>ACCOUNT NUMBER</b>   |  |                     |  |

### CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

|                                 |  |              |  |
|---------------------------------|--|--------------|--|
| <b>PRINTED / TYPED<br/>NAME</b> |  | <b>TITLE</b> |  |
| <b>SIGNATURE</b>                |  | <b>DATE</b>  |  |

**Contractor Affidavit under 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 the public employer 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 the public employer within five business days of receipt.

\_\_\_\_\_  
\_ E-Verify Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
\_ Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
\_ Name of Public Employer

**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

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_



**STATE OF GEORGIA  
DEPARTMENT OF REVENUE  
SALES TAX CERTIFICATE OF EXEMPTION  
GEORGIA PURCHASER**

**To:**

SUPPLIER

DATE

SUPPLIER'S ADDRESS

CITY

STATE

ZIP CODE

**THE UNDERSIGNED HEREBY CERTIFIES** that all purchases\* made after this date will qualify for the tax-free or tax-exempt treatment indicated below. (Check the Applicable Box) (\*The terms "purchase" and "sale" include leases and rentals.)

- ☐ 1. Purchases of tangible personal property or services for **RESALE ONLY**. O.C.G.A. § 48-8-30. A sales and use tax number is required unless the purchaser is one of the following: church, qualifying tax exempt child caring institution, tax exempt parent-teacher organization or association, private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boys Scouts of America or Girl Scouts of the U.S.A. TAX-FREE TREATMENT DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY THE PURCHASER, INCLUDING ITEMS THE PURCHASER WILL DONATE. O.C.G.A. §§ 48-8-3(15), (39), (41), (56), (59), (71).
- ☒ 2. Purchases of tangible personal property or services made by the United States government, the state of Georgia, any county or municipality of this state, fire districts which have elected governing bodies and are supported in whole or in part by ad valorem taxes, or any bona fide department of such governments when paid for directly to the seller by warrant on appropriated government funds. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1)(A).
- ☐ 3. Purchases of tangible personal property or services made by any authority created by local law enacted by the General Assembly or local constitutional amendment, which authority provides public water or sewer service. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1)(B).
- ☐ 4. Purchases of tangible personal property or services made by the University System of Georgia and its educational units, the American Red Cross, a Community Service Board located in this state, Georgia Department of Community Affairs Regional Commissions, or specific qualified authorities provided with a sales tax exemption under Georgia law. A sales and use tax number is not required for this exemption. O.C.G.A. §§ 37-2-6.1(d), 48-8-3(8), 50-8-44.
- ☐ 5. The sale, use, consumption, or storage of materials, containers, labels, sacks, or bags used for packaging tangible personal property for shipment or sale. Materials purchased at a retail establishment for consumer use are not exempt. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(94).
- ☐ 6. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state when sold by the manufacturer or assembler for use exclusively outside this state and when possession is taken from the manufacturer or assembler by the purchaser within this state for the sole purpose of removing the property from this state under its own power when the equipment does not lend itself more reasonably to removal by other means. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
- ☐ 7. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components of each, that will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States Government. Replacement parts installed by carriers in such aircraft, watercraft, railroad locomotives and rolling stock, and motor vehicles that become an integral part of the craft, equipment, or vehicle are also exempt. The exemption does not extend to private carriers. O.C.G.A. § 48-8-3(33)(A).
- ☐ 8. Purchases of tangible personal property or services made by the Federal Reserve Bank, a federally chartered credit union, or a credit union organized under the laws of this state. A sales and use tax number is not required for this exemption. 12 U.S.C. §§ 531, 1768 § 1768; O.C.G.A. § 48-6-97.

*Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, this certificate is true and correct and made in good faith, pursuant to the sales and use tax laws of the State of Georgia. Further, I understand that any tangible personal property obtained under this certificate is subject to sales and use tax if the purchaser uses or consumes the property in any manner other than indicated above.*

Purchaser's Name: City of Commerce, Georgia

Sales Tax Number: \_\_\_\_\_

(IF REQUIRED)

Purchaser's Type of Business: Local MunicipalityPurchaser's Address: 27 Sycamore Street, PO Box 348, Commerce, Georgia 30529Printed Name Christy CaseTitle: Finance Director

Signature

Christy CaseTelephone Number: (706) 335-1893Email: ccase@commercega.gov

**Supplier must secure and maintain one properly completed certificate of exemption from each purchaser making purchases without the payment of tax.**