



**Purchasing Division**

PO Box 608  
Pittsboro, NC 27312  
Phone 919-545-8321  
[vendors@chathamcountync.gov](mailto:vendors@chathamcountync.gov)

**Date of Application**

**Company/Firm Name** as shown on Federal Tax Return

**Alternate Name** if applicable (doing business as)

**Corporation**     **Individual**     **LLC**     **Partnership**     **Non-Profit**     **Foster Care**

**Federal ID Number (SSN if Foster Care)**

**Phone number**

**Contact Name**

**Email for Contact Person**

**Corporate Address (must match W-9)**

**Line 1**

**Line 2**

**City**

**State**

**Zip**

**Address for Remittance**

Same

**Line 1**

**Line 2**

**City**

**State**

**Zip**

**What specific products and/or services will you be providing to Chatham County?**

**Certificate Holder & Additional Insured:** Chatham County  
**Address:** P.O. Box 1809,  
Pittsboro, NC 27312

**Do you have a Certificate of Insurance (COI)?**     Yes     No    **Provide copy of COI.**

If you are a HUB vendor registered with the statewide vendor database (SWUC), please mark your classification and attach your certification.

**Minority**     **Disadvantage**     **Disabled**     **Female**

I hereby affirm that all information is true and accurate to the best of my knowledge and belief, and I bear the responsibility of any error or mistake in data.

**Signature**

**Date**

**Title**



## Electronic Funds Transfer (EFT) Authorization

Chatham County allows vendors a more secure way to receive payments. Vendors can sign up for electronic payments through ACH. When a payment is processed, an e-mail or paper notification with detailed payment information including payment number, invoice number, amount and a brief description of the payment is sent. The account designated must be a checking account. Payments are posted to your bank account within 1 to 2 banking days. Please note that the first payment is always made with a check and electronic payments will follow with subsequent invoices.

If there is a change in your bank, bank account number, or e-mail address we need you to notify us immediately in writing. Please note that failure to notify us of these changes will delay payment.

### EFT Banking Information

Bank Name

Bank Account Name

Bank Account Number

Bank Routing Number

Bank Address

Bank Phone

Signature

Date

Title