



Wilson Technical Community College

Purchasing Department
PO Box 4305
Wilson NC 27893-0305
Email: purchasing@wilsontech.edu
Telephone: (252) 291-1195
Fax Number: (252) 243-8294
Courier No: 01-51-04

To: CUSTOMER SERVICE DEPARTMENT
FROM: WILSON TECHNICAL COMMUNITY COLLEGE

The State of North Carolina requires us to obtain the information asked for on this sheet from all vendors. You will also need to fill out a W-9 form. Please return these completed forms to us by fax or mail as soon as possible so we can purchase from your company. If you have any questions, please call us at the above listed number. Thank you.

VENDOR INFORMATION SHEET

Official Business Name: _____

Address For Orders: _____

Remittance Business Name: _____

Remittance Address: _____

Phone No. For Orders: _____

Accts. Receivable Phone No: _____

Fax No: _____

Customer Service Phone No: _____

Federal ID No: _____

E-mail Address: _____

Terms: _____

The State of North Carolina requires that agencies receiving state funds increase their HUB (Historically Underutilized Businesses) participation to at least 10%. In order for us to give accurate information, we request your cooperation in gathering this information.

Is your company:

- _____ Minority owned (51 + %) _____ Disabled Business Enterprise _____ Non-profit Work center Blind & Severely Disabled
- _____ Woman owned (51 + %) _____ Government Owned
- _____ Disabled owned (51 + %) _____ Small Business

(If your business has a Social Security number as Tax ID, we require the signature of the owner.)

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY