



Greenville Utilities Commission  
 401 S Greene St  
 Greenville NC 27834

**Greenville  
Utilities**

DATE \_\_\_\_\_

GUC VENDOR # \_\_\_\_\_

**VENDOR INFORMATION FORM**

Please complete the following information pertaining to your company and return this to Attn: Linda Morgan, Greenville Utilities, P. O. Box 1847, Greenville, North Carolina 27835-1847, Fax # (252) 551-3302. If you have any questions, please call Linda Morgan at (252) 551-1534.

**ORDER ADDRESS:**

**REMIT ADDRESS:** (if different)

\_\_\_\_\_  
 Company Name (type or print)

\_\_\_\_\_  
 Company Name (type or print)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
 Fax #: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 (Other than sales person)

\_\_\_\_\_  
 Social Security #: \_\_\_\_\_ (if you are an individual, not a company)

\_\_\_\_\_  
 Federal Tax ID #: \_\_\_\_\_

Partnership: Yes \_\_\_\_\_ No \_\_\_\_\_ Proprietorship: Yes \_\_\_\_\_ No \_\_\_\_\_

Incorporated: Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*IMPORTANT\*\* North Carolina County in which taxes are paid?**

Please complete the following ownership status information (must be completed before a Vendor can be setup).  
 (See descriptions on page 3).

- |   |  |
|---|--|
| <input type="checkbox"/> African American Business Enterprise (B) | <input type="checkbox"/> American Indian Business Enterprise (I)   |
| <input type="checkbox"/> Asian American Business Enterprise (A)   | <input type="checkbox"/> Disabled Business Enterprise (D)          |
| <input type="checkbox"/> Latino Business Enterprise (L)           | <input type="checkbox"/> Socially & Economically Disadvantaged (S) |
| <input type="checkbox"/> Woman Business Enterprise (F)            | <input type="checkbox"/> Non-Minority (N)                          |
| <input type="checkbox"/> Disadvantaged Business Enterprise (DBE)  |  |

Please Mark the Certifying Agency (Attach copy of current Certification Letter, if applicable)

- NC Office for Historically Underutilized Businesses (HUB Office)
- NC Department of Transportation (NCDOT)
- Self-Certified (no current 3<sup>rd</sup> party certification)

Please list product(s) with which you would like your company to be identified: \_\_\_\_\_

Greenville Utilities pays state and local sales tax. All invoices should show sales tax separately.

Greenville Utilities requests that all deliveries be F.O.B. destination or freight charges be prepaid and added to the invoices. Invoices should be sent in duplicate and should include Greenville Utilities' purchase order number.

NAME \_\_\_\_\_ TITLE: \_\_\_\_\_

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)**

Company Name: Greenville Utilities Commission

**Section A:**

I hereby authorize **GREENVILLE UTILITIES COMMISSION** hereinafter called **COMPANY**, to initiate credit entries or such adjusting entries, either debit or credit which are necessary for corrections, to my Checking account indicated below and the depository named below, hereinafter called **DEPOSITORY**, to credit (or debit) the same to such account.

**Section B:**

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Bank Transit/ABA No. \_\_\_\_\_ Account No. \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

**Section C:**

Vendor Name \_\_\_\_\_ SSN/EIN \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

**(Attach voided check)**

## Ownership Status: Frequently Asked Questions

### What is ownership status?

Ownership status is a designation used to identify the minority status of the individual(s) or, in the case of corporations, stock holders who own and control a business. Ownership is determined by a margin of **51%**.

### Why does Greenville Utilities Commission need this information?

It is the policy of the Greenville Utilities Commission (GUC) to provide minorities and women equal opportunity for participating in all aspects of GUC's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service. GUC is requesting ownership status information to accurately report the participation of minorities in contracting and procurement. Data gathered is for information purposes only and will not affect your business with the GUC.

### Do I have to be certified?

According to NC General Statute 143-128.4, as of July 1, 2009, all firms who wish to do business *as a minority must be certified* by the NC Department of Historically Underutilized Businesses (HUB Office). Federally funded NC Department of Transportation (NCDOT) projects require certification by NC DOT. However, you do not have to be certified simply to do business.

### How do I become certified?

If you would like to become certified, visit the NC HUB Office website at <http://www.doa.state.nc.us/hub/> or contact Cleve Haddock, Purchasing Technician at 252-551-1533.

DESCRIPTION	DEFINITION
African American	A person having origins in any of the black racial groups in Africa
American Indian	A person having origins in any of the original peoples of North America
Asian American	A person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian Subcontinent or the Pacific Islands
Disabled	A person with a disability as defined in G.S. 168.1 or G.S. 168A-3
Disadvantaged	A small, independent business that is at least 51% owned by one or more socially or economically disadvantaged individuals. At least one of these owners must control the firm's management and daily operations, and the owners must share in the risks and profits commensurate with their ownership interest. (NCDOT)
Hispanic or Latino	A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race
Socially and Economically Disadvantaged	A person eligible as defined in 15 U.S.C. 637. Individuals are those who have been subjected to racial or ethnic prejudice or cultural bias without regard to their qualities as individuals, and whose abilities to compete are impaired because of diminished opportunities to obtain capital and credit. (NC HUB)
Woman	White Female (Non-Minority)
None	White Male (Non-Minority)