

**CITY OF CONCORD**  
**VENDOR INFORMATION**  
[www.concordnc.gov](http://www.concordnc.gov)

In order to become or remain an active vendor with the City of Concord, the following Vendor information form and W9 must be completed and returned to City of Concord, Purchasing Division, or other designee. \_\_\_\_\_ The EFT, electronic funds transfer form, is available, to process electronic payments.

Please note the following:

1. The City of Concord pays North Carolina sales and use tax and is not tax-exempt. These taxes, although not shown on the purchase orders, should be included on your invoice.
2. Any questions regarding invoices should be directed to the Accounts Payable department. 704-920-5217
3. All sections of the vendor form should be completed.
4. W9 is required, listing the IRS issued tax number (EIN) or SS number, should be a match to tax filing name to number provided.
5. Check our web site for: department contacts, vendor quick reference guide, electronic funds transfer, etc.
6. If you have a contact person with a City department, their name should be in the (for City use only) section on the bottom of vendor form.

Please note: there are times, when we may send these forms, for updating our records. Feel free to contact us if any questions. 704-920-5444

Purchasing Department  
City of Concord  
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P. O. Box 308  
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**Fax: 704-785-8856**