



116 Brown Industrial Pkwy, Canton, GA 30114

Phone: 770-479-3090

Fax: 770-479-3069

www.sequoyahregionallibrary.org

Vendor Application Packet

Thank you for your interest in working with Sequoyah Regional Library System. Before any services can be scheduled or performed, vendors must submit a completed vendor application. In order to be added to our list of approved vendors and receive payment, the following forms must be completed and returned to us:

Vendor Profile: All fields must be completed.

W-9: Complete and return the first page.

Certificate of Insurance: General liability insurance is required naming Sequoyah Regional Library System as an additional insured. Workers' comp coverage is also required if your company has 3 or more employees.

Contractor/Subcontractor E-Verify Affidavit: (*Required for contracts over \$2,499.99*)

The Georgia Security and Immigration Compliance Act (OCGA 13-10-91), requires that Sequoyah Regional Library System (SRLS) shall not enter into a contract for the physical performance of services (as that term is defined in OCGA 13-10-90) wherein the labor or services exceed \$2,499.99, unless the contractor signs and submits a notarized E-Verify affidavit that they have registered for and use E-Verify. A contractor with no employees and no intent to hire employees, must still submit to SRLS a notarized affidavit of No Employees along with a copy of their driver's license (and a driver's license is only acceptable IF it is issued by a state that verifies lawful immigration status prior to issuance).

If you have any questions, please contact Julie Wise at 770-479-3090 x 231.

Please return all original forms to:

Sequoyah Regional Library System
Finance Department
116 Brown Industrial Parkway
Canton, GA 30114

fax or email to:

Accounts Payable 770-479-3069; wisej@seqlib.org

(Faxes and emails require follow up with originals)

Please note: request for payment may be refused if these documents are not on file.