

BALDWIN COUNTY COMMISSION VENDOR ACH AUTHORIZATION FORM

Telephone (251) 937-0303 Finance/Accounting Fax (251) 580-1621 Accounts Payable Fax (251) 580-2514

IN ORDER FOR THE BALDWIN COUNTY COMMISISON TO SET YOUR COMPANY UP FOR ELECTRONIC PAYMENTS, PLEASE COMPLETE THE FOLLOWING INFORMATION. YOU MAY MAIL OR EMAIL THE COMPLETED FORM.

COMPANY NAME
MAILING ADDRESS
REMITTANCE ADDRESS FOR PAYMENT
PHONE NUMBER
CONTACT NAME
EMAIL ADDRESS
(WILL BE USED FOR PAYMENT ADVICE SLIPS)
AUTHORIZED SIGNATURE
BANK NAME
BANK ADDRESS
ACCOUNT TYPE
ACH ROUTING NUMBER
ACH ACCOUNT NUMBER

BALDWIN COUNTY COMMISSION FINANCE & ACCOUNTING 312 COURTHOUSE SQUARE, SUITE 11 BAY MINETTE, AL 36507



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	I Name (as snown on your income tax return). Name is required on this line, do not leave this line blank.								
	2 Business name/disregarded entity name, if different from above								
Print or type. See Specific Instructions on page 3.					4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
	single-member LLC			Exempt payee code (if any)					
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)								
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				Exemption from FATCA reporting code (if any)				
eci	☐ Other (see instructions) ▶		(Арр	(Applies to accounts maintained outside the U.S.)					
Sp	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's na	me and a	address (op	ss (optional)				
See									
•,	6 City, state, and ZIP code								
	7 List account number(s) here (optional)								
В.	The second to differ the New York (TIM)								
Par		Social	Leogurita	v numbor					
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to aup withholding. For individuals, this is generally your social security number (SSN). However, the security number (SSN) is generally your social security number (SSN).	U.U.	T	ecurity number					
reside	ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			-	-				
	es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get</i>				J				
TIN, later.			war idan	tification					
	If the account is in more than one name, see the instructions for line 1. Also see What Name per To Give the Requester for guidelines on whose number to enter.	ana Emple	J L	r identification number					
7 407776	or re and the requester for guidelines on whose hamber to onton		-						
Dou	t II Certification				Ш				
Par									
	r penalties of perjury, I certify that:								
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for not subject to backup withholding because: (a) I am exempt from backup withholding, or (bruce (IRS) that I am subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding; and) I have not bee	en notifi	ed by the	Inter				
3. I ar	n a U.S. citizen or other U.S. person (defined below); and								
4. The	e FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	na is correct.							

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

other than	acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.							
Sign Here	Signature of U.S. person ▶	Date ►						

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,



COUNTY COMMISSION

BALDWIN COUNTY
FINANCE/ACCOUNTING DEPARTMENT
312 COURTHOUSE SQUARE
SUITE 11
BAY MINETTE, ALABAMA 36507

Telephone (251) 937-0282 Finance/Accounting Fax (251) 239-4309 Accounts Payable Fax (251) 580-2514

To: VENDORS, CONTRACTORS, AND GRANTEES From: Roger Rendleman, Interim Clerk/Treasurer

Date: March 1, 2012

Re: H.B. 56- Alabama Immigration Law Compliance

Baldwin County Commission (the County) is required to comply with the provisions of the new Alabama Immigration Law (the Act). Compliance requirements for the County in Alabama became effective January 1, 2012. The requirements flow down to all contractors, vendors, and grantees doing business with the County and employing one or more employees in Alabama. If you wish to become a new vendor of the County or if you wish to continue to do business with the County or receive funds from the County, you must complete and submit the following:

<u>If your organization/entity does NOT employ one or more employees in the State of Alabama, you must submit the following:</u>

- 1. Submit an updated W-9 Form (form attached)
- 2. Affidavit of Immigration Law Compliance (complete **PART I** copy attached)

If your organization/entity DOES employ one or more employees in the State of Alabama, you must submit the following:

- 1. Submit an updated W-9 Form (form attached)
- 2. Affidavit of Immigration Law Compliance (complete **PART II**, sign and have notarized) (copy attached)
- 3. Submit to the County an E-Verify Memorandum of Understanding. If required to comply, you must go to the following website to enroll in E-Verify which is a federal program that verifies the employment eligibility of all newly hired employees.

 (http://www.uscis.gov/portal/site/uscis) Go to the E-Verify Home page to initiate enrollment. Once you go through the steps to enroll, the program will print the requested E-Verify Memorandum of Understanding. This is the document, a copy of which you must submit along with the Affidavit attached to this memo
- 4. Execute and submit to the County the attached <u>Alabama Immigration Law Compliance Law Contract</u> in the attached "Notice" form provided.

If you have subcontractors, provide your subcontractors notice of their compliance obligations and OBTAIN from each a notarized *Affidavit of Immigration Law Compliance-SUBCONTRACTOR*. (SAMPLE COPY ATTACHED) You may provide copies of this memo to your subcontractors as a explanation of this mandatory requirement. You are not required to submit the subcontractor affidavits; just maintain on file. A customizable version of this Affidavit is also available at http://www.uscis.gov.

These requirements imposed by the new Law <u>are a condition for doing business with the County and receiving any funds from the County</u>. Maintain ALL documents for audit purposes.

If <u>you do NOT employ one or more employees in the State of Alabama</u>, submit an updated W-9 and complete PART I of the attached Affidavit. If <u>you DO employee one or more employees in the State of Alabama</u>, please submit the four documents identified. Please submit the requested documentation to the County address below.

Baldwin County Commission Attn: Finance and Accounting 312 Courthouse Square, Suite 11 Bay Minette, AL 36507

We regret any inconvenience or burden that these new requirements place on you and your business or organization. If you wish to do business with the County, you must comply and submit the requested documents. If we can assist in any way, please contact us at 251-937-0282.

Thank you for your patience and cooperation regarding this matter.

AFFADAVIT OF ALABAMA IMMIGRATION COMPLIANCE

In the compliance with Sections 31-13-9 (a) and (b) of the Alabama Code, this Affidavit of Alabama Immigration Compliance must be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by **Baldwin County Commission** (the County) to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from the State of Alabama, or funds from any political subdivision of the State of Alabama, or any public funded entity. Please complete Part I (if you do NOT employ one or more employees in the State of Alabama) or Part II (if you DO employ one or more employees in the State of Alabama). **The PART II Affidavit must be notarized.**

State of	:	
County of	:	
certify in my capacity as	(your position) for	(name of
contractor or grantee) that Contractor or Grandshama. I further certify that should my sta documents to the County. I have read this A	tus change and I am required to co	mply that I will submit all required
	Signature of Aff	iant
PART II- Complete if you DO employ on	e or more employees in the Stat	te of Alahama
State of		te of Alabama
County of		
Before me, a notary public, personally appea authorized by the business entity/employer		
As a condition for being a contractor or gran		
Alabama, or any political subdivision thereof	f, or any state-funded entity, I herek position) for	
grantee), said Contractor or Grantee does nunauthorized alien. Further, Contractor or GAlabama Immigration Compliance obligation Verify program and attached to this Affidavitorogram enrollment. I have read this Affidav	ot knowingly employ, hire for empl rantee affirms that it is providing no is. I further attest that said Contract t is our E-Verify Memorandum of U	loyment, or continue to employ an otice to its subcontractors of their tor or Grantee is enrolled in the Enderstanding confirming such
	Signature of Aff	iant
Sworn to and subscribed before me this	day of	
that the affiant is known (or made known) to		
	_	
Signature and Seal of Notary Public		

Please execute and return to the **Baldwin County Commission**.



COUNTY COMMISSION

BALDWIN COUNTY
FINANCE/ACCOUNTING DEPARTMENT
312 COURTHOUSE SQUARE
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BAY MINETTE, ALABAMA 36507

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Notice of Alabama Immigration Law Compliance Requirements to all Contractors of the BALDWIN COUNTY COMMISSION

As a Contractor, as defined in the Act, to the BALDWIN COUNTY COMMISSION (County), it is critical to your relationship (future or continuing) with the County that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly, please provide your Affidavit and Immigration Compliance with attached E-Verify Memorandum of Understanding, as requested in the attached memorandum. If you do not believe these obligations apply to you, please notify the County immediately.

Every contract entered into by the County from this point forward with a contractor will contain the following clause or one substantially similar:

Alabama Immigration Law Compliance Contract: Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the Contractor's hiring practices to execute an affidavit to this effect on the form supplied by the County and return the same to the County. Contractor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its Affidavit the E-Verify Program for Employment Verification Memorandum of Understanding and such other documentation as the County may require to confirm Contractor's enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of it subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite, or premises of the County on and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Contractor shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the County. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County from any

and all losses, consequential damages, expenses (including, but not limited to attorney's fees, claims, suits, liabilities, fines, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph).

To the extent that there is no formal written contract between the County and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract.

Contractor whose name appears below:			
Contractor Officer or Owner Signature	 Date		
Print Name/Title/ Company			
Please execute and return to Baldwin County C	ommission.		

Alabama Immigration Law Compliance Contract Notice Acknowledged and Agreed by

AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE BY A POLITICAL SUBDIVISION OF THE STATE OF ALABAMA

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the Act); CODE OF ALABAMA, SECTIONS 31-13-9 (a) AND (b), this Affidavit of Alabama Immigration Compliance is to be completed is to be completed and signed by an officer or owner of a subcontractor and notarized, as a condition for the award of any contract by Baldwin County Commission (the County) or by the State of Alabama to a Contractor that employs one or more employees in the State of Alabama and is a recipient of funds from the State of Alabama or funds from any political subdivision of the State of Alabama, or any public funded entity. Subcontractors are to provide notice to their Subcontractors of their Alabama Immigration Compliance obligations.

State of Alabama				
County of:				
Before me, a notary public, personally appear authorized by the business entity/employer w				name) who, is duly s:
As a condition for being a subcontractor to a condition for being a subcontractor to a condition incentive by the State of Alabama, or any polithat in my capacity as	itical subdivision the	ereof, or any state-fu	inded ent	tity, I hereby attest
for employment, or continue to employ an ur notice to its subcontractors of their Alabama	nauthorized alien. F	urther, subcontracto		
I further attest that said subcontractor is enro Verify Memorandum of Understanding confir those current employees for whom the E-Ver rules and regulations, subcontractor has revie employees and has a good faith and belief that	ming such program ify system may not ewed, or had review	enrollment. Further be used in accordanged, the Form I-9's fo	, as a direct ce with a or each of	ect subcontractor, fo pplicable federal its current
I have read this Affidavit and swear and affirm	n that it is true and	correct.		
Signature of Affiant				
Sworn to and subscribed before me this affiant is known (or made known) to me to be				I certify that the
Signature of Seal and Notary Public				

To be returned to the Contractor or Grantee of Baldwin County Commission. (NOT REQUIRED TO BE SUBMITTED TO THE COUNTY)