



***Gordon County Board of Commissioners
Gordon County, Georgia
Purchasing Department***

Company Name and Address

The State of Georgia – Department of Audits and Accounts for Nonprofit & Local Government Audits Division and the Georgia Attorney General has informed Gordon County: a public employer must provide a vendor providing any type of services to Gordon County to provide e-verify number as specified under House Bill 87. The only exception is a contractor with no employees must submit a copy of his or her driver's license or state issued identification card before entering into an agreement for the performance of labor or services.

Your account with the Gordon County Board of Commissioners will be placed upon hold. Gordon County will not be allowed to do business with your company until one of the two following items has occurred:

1. Gordon County has received a valid e-verify form (see attached)
2. Gordon County has received a notarized form stating you have no employees and accompanying the form a valid form of identification proving you are a US citizen. (see attached form)

Thank you for your cooperation,

A handwritten signature in blue ink that reads "C. O. VanDyke".

Charmon VanDyke
Purchasing Manager
Gordon County Board of Commissioners



**Gordon County
Purchasing Department
Request for New Vendor**

<i>Vendor #</i> _____

Vendor Company Name: _____ *

Vendor Contact Person: _____ *

Federal Tax ID # _____ *

Type Commodity/Service Supplied: _____ *

Remit To Address: _____ *

*** Phone #** _____ *** Fax #** _____ *

Toll Free # _____

Website: _____

E-mail: _____ *

Vendor Addition Requested By: _____ *

Dept Requesting: _____ *

Purchasing Director's Approval

AP Approval **Date Entered**

W9 Enclosed

Business License Enclosed

****Required Information – Request WILL NOT be processed if not supplied***

**** All Vendors must also submit a W9 and Business License***

E-Verify Exemption

Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation is a sole proprietor and has no other employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90.

Signature of Exempt Private Employer

Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

* Copy of Drivers license