

TALLADEGA COUNTY COMMISSION



Kelvin R. Cunningham
Chairman

1 COURT SQUARE
TALLADEGA, ALABAMA 35160
P.O. BOX 6170 (35161-6170)
PHONE 256 362-1357



Patricia Lyle
Administrator

VENDOR INFORMATION

NAME: _____

DBA: _____

ADDRESS: _____

CONTACT: _____

PHONE: _____

FAX: _____

EMAIL: _____

WEBSITE: _____

TAX ID#: _____

TYPE OF GOODS/SERVICES PROVIDED: _____

Forward this information, with a completed W-9 form & E-verify MOU to:

Invoices should be remitted to:
Talladega County Commission
PO Box 6170
Talladega, AL 35161
ATTN: Accounts Payable

You may also email invoices to accountspayable@talladegacountyal.org

PLEASE PROVIDE YOUR UPDATED INFORMATION
TO THE TALLADEGA COUNTY COMMISSION
Via mail or email noted on Vendor Information Sheet

VENDOR REQUIREMENTS

1. Vendors must complete a “new vendor request form” and have on file in the Commission Office any required documents such as form W-9 and an E-verify Memorandum of Understanding for Employers.
2. All invoices must be mailed or delivered to: Talladega County Commission, Accounts Payable, PO Box 6170, Talladega, AL 35161 or emailed to: accountspayable@talladegacountyal.org . Any invoices mailed to any other address may experience a delay in payment. The County will not be responsible for any late fees for invoices sent to any other address.
3. Orders for the purchase of goods or services for Talladega County must be accompanied by a valid purchase order. Any purchase made without a purchase order shall be deemed an unauthorized purchase. If you need to verify the validity of a Talladega County purchase order, please contact Finance/Accounting at 256-362-1357, ext. 1074, 1068, or 1077. Talladega County is not responsible for unauthorized purchases.

FOR YOUR CONVENIENCE, WE ENCLOSE
A BLANK FORM W-9.

The Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Act 2011-535) requires that beginning April 1, 2012, all employers within the State of Alabama verify the legal presence of their employees.

Employers may use the federal e-Verify website:

<https://www.e-verify.gov/>

Alabama businesses with 25 or fewer employees may elect to use the Alabama E-Verify Employer Agent Service. To enroll in the Alabama E-Verify Employer Agent Service visit:

<https://verify.alabama.gov>