

NORTH CENTRAL TEXAS COLLEGE

NEW SUPPLIER/VENDOR PACKET

NORTH CENTRAL TEXAS COLLEGE
NEW SUPPLIER/VENDOR PACKET

Included in this New Supplier Packet are eight (8) forms:

1. Supplier Information Request Form (Required)
2. House Bill 89 Certification, Texas Senate Bill 19 Certification, and Texas Senate Bill 13 - if applicable - see form for explanation (Required)
3. GA-48 Compliance Certification (Required)
4. Conflict of Interest Questionnaire (Required) Please note when completing the Conflict-of-Interest Questionnaire, if no conflict exists, the supplier is still required to complete Box 1, type N/ A on Box 3, sign and date it.
5. Felony Conviction Notification Form (Required)
6. Confidentiality Agreement (Required)
7. W-9 - Request for Taxpayers Identification Number and Certification (Required)
8. ACH Form – Not Required but encouraged for quicker payment processing. If Vendor is filling out, please fill out completely and accurately.

SUPPLIER INFORMATION REQUEST FORM

***Denotes required information**

*Company Name: _____

*Invoice Name or DBA, if different from above: _____

*Federal Taxpayer Identification Number: _____

*Describe the services your business offers: _____

*Are you a current employee of North Central Texas College? NO ☐ YES ☐

*Are you related to or do you have a personal relationship with a current North Central Texas employee or Board Member? ☐ NO ☐ YES

If yes, provide the name and relationship: _____

*Contact at North Central Texas College: _____

*Billing/Payment Address:

_____

_____

_____

Correspondence Address:

_____

_____

_____

Country of Citizenship/Incorporation and Country of Principle Residence/Business: _____

*Vendor Contact Person Information

Name: _____ Phone: _____ Email: _____

*Email to Receive Purchase Orders: _____

*Finance Official Contact: _____ Phone: _____ Email: _____

*Federal Tax Classification: (1099 Reportable**)

Individual/Sole Proprietorship ** _____

C Corporation _____

Limited Liability Company _____

Partnership** _____

S Corporation _____

Exempt Organization _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____

All applicable, companies doing business with North Central Texas College are REQUIRED by Texas Law House to complete.

Subject to the Texas Legislature's requirements, the below identified company ("Company") in order to do business with North Central Texas College (hereinafter "College") certifies the following:

1. Company does not boycott Israel. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and _____(initial} House Bill 89

2. Company does not discriminate against a firearm entity or firearm trade association. "Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and (8) does not include: (i) the established policies of o merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade or any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or o directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association."_____(initial}Texas Senate Bill 19

3. Company does not boycott energy companies. "Boycott Energy company" means without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (8) does business with a company described by Paragraph (A)." _____ (initial) Texas Senate Bill 13

Exemption criteria includes the following:

1. **Company employs less than 10 full-time employees; and**
2. **Value of the contract is less than $100,000.**
3. **Term "Company" does not include a sole proprietorship.**

Name of Certifying Company: _____

Name of Certifying Official: _____ Title: _____

Signature: _____ Date:_____

CERTIFICATION OF COMPLIANCE WITH EXECUTIVE ORDER GA-48

Pursuant to Executive Order GA-48, issued by Governor Greg Abbott on November 19, 2024, the Supplier certifies that neither the company, nor any of its holding companies, subsidiaries, or affiliates, is:

A. Listed in Section 889 of the **2019 National Defense Authorization Act (NDAA);** OR

B. Listed in Section 1260H of the **2021 National Defense Authorization Act (NDAA);** OR

C. Owned by the government of a country on the **U.S. Department of Commerce's foreign adversaries list** under 15 C.F.R. § 791.4; OR

D. Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.

The Supplier further certifies that it does not engage in any contractual, business, or operational activities that would otherwise grant access, control, or influence to an entity meeting any of the above-listed criteria.

If at any time during the term of the contract, the Supplier becomes aware of any such affiliation or activity, it shall immediately notify North Central Texas College. The contract may be subject to termination, and the Supplier may face legal action as deemed necessary by the College.

By signing below, the Supplier acknowledges and certifies compliance with this requirement:

Company Name_____

Signature of Authorized Official _____

Title of Authorized Official _____ Date_____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____ _____

Name of signatory Signature Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Attachment E

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person, owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The district must compensate the person or business entity for services performed before the termination of the contract.

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY -HELD CORPORATION, BUT THE COMPANY REPRESENTATIVE MUST CHECK OFF A SELECTION BELOW (A, B OR C)

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

_____
AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED)

_____
AUTHORIZED COMPANY OFFICIAL'S SIGNATURE

Date: _____

PLEASE CHECK OFF A SELECTION BELOW

( ) A. My firm is a publicly-held corporation, therefore, this report requirement is not applicable.
( ) B. My firm is not owned and/or operated by anyone who has been convicted of a felony.
( ) C. My firm is owned or operated by the following individual (s) who has/have been convicted of a felony.

Name of Felon (s) _____
Details of conviction(s):_____

NORTH CENTRAL TEXAS COLLEGE

CONFIDENTIALITY AGREEMENT

Vendor: _____

The undersigned Vendor, for and in consideration of a contract with North Central Texas College, does hereby acknowledge and agree as follows:

- That during the term of the contract, Vendor will be dealing with confidential information, student records, personnel records, and other documents which are the college's records and property. In particular, some vendors will have access to and be dealing with such confidential matters in connection with their work. Vendor agrees not to disclose to anyone, directly or indirectly, any of such confidential matters, or use them other than in the course of the contract with the college. All documents that might be given to the vendor in the course of the contract with the college, are the exclusive property of North Central Texas College and shall be returned to the college upon the conclusion of the contract.
- That access to student records and certain other records of the institution are governed by the provisions of The Family Education Rights and Privacy Act of 1974 (20 U. S. C. A. 1232g) and by Article 6252-17A of Vernon's Annotated Texas Statues. Article 6252-17A of Vernon's Annotated Texas Statutes designates the president of the College District as the custodian of public records, and the undersigned vendor agrees to consult with such custodian or the designated representative of such custodian before the RELEASE of any college records or confidential information.
- That the custodian of records will prepare and distribute written policies and procedures regarding the release of information and the undersigned vendor agrees to follow such policies and procedures.
- That the failure of the vendor to comply with this agreement of release of information or the failure to follow policies and procedures implemented by the custodian of records may result in termination of the contract or such other measures as the custodian of records may deem appropriate.
- That by the execution of this agreement vendor certifies that the vendor has reviewed the provisions of The Family Educational Rights and Privacy Act of 1974 as amended and Article 6252-17A of Vernon's Annotated Texas Statutes as amended, together with the written policies and procedures of North Central Texas College regarding the release of college records and information and is familiar with such restrictions on the release of records and information.

  I have read the above information and agree to comply with the Confidentiality Agreement above regarding sensitive information while performing under contract with North Central Texas College

  Vendor Signature: _____ Date: _____

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

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.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting 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, 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 noted.

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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Electronic Funds Transfer Payment Enrollment Form

For supplier and vendor payments by ACH electronic funds transfer

Purpose Use this form to enroll in EFT payments, change existing banking instructions, or cancel EFT enrollment. Complete all applicable fields and attach the required banking documentation.

1 Enrollment Request

Request type	☐ New enrollment ☐ Change existing information ☐ Cancel EFT enrollment
Effective date requested	
Supplier category	☐ Corporation ☐ LLC ☐ Partnership ☐ Sole proprietor ☐ Individual ☐ Other

2 Supplier Information

Legal business name	
DBA or assumed name	
NCTC vendor ID if known	
Federal tax ID last four digits	
Remittance address	
City State ZIP	
Primary contact name and title	
Telephone	
Email	
Remittance advice email	

3 Financial Institution and Account Information

Financial institution name	
Financial institution address	
City State ZIP	
Name on account	
Nine digit routing number	
Account number	
Account type	☐ Checking ☐ Savings
ACH payment format if known	☐ CCD ☐ CTX ☐ Other

Required attachment Attach a voided check or a bank letter on financial-institution letterhead confirming the account name, routing number, and account number. Deposit slips are not accepted.

4 Payment and Remittance Preferences

Payment notification recipient	
Payment notification email	
Purchase order email	
Reference information requested	☐ Invoice number ☐ Purchase order number ☐ Other Click or tap to enter

5 Supplier Authorization

By signing below, the supplier authorizes North Central Texas College to initiate electronic credit entries to the account identified on this form. The supplier confirms that the information provided is accurate, that the signer is authorized to act for the supplier, and that NCTC may rely on these instructions until written notice of change or cancellation is received and processed. The supplier agrees to promptly notify NCTC of any banking changes and understands that NCTC may independently verify the instructions before activation.

Authorized representative	
Title	
Signature	
Date	
Direct telephone	
Email	

Certification ☐ I certify that I am authorized to provide or change these banking instructions and that the attached banking documentation is authentic and current.

6 Submission and Security Instructions

- Submit this form and banking attachment only through the secure method designated by NCTC Purchasing, Accounts Payable, or Business Office staff.
- Do not send completed banking information by ordinary unencrypted email.
- NCTC may verify new or changed banking instructions through an independent callback using contact information already on file or obtained from a trusted source.
- Allow processing time before expecting the first EFT payment. Existing payment arrangements remain in effect until enrollment is approved.

7 NCTC Internal Use Only

Date received	
Vendor ID	
Supplier identity verified	☐ Yes ☐ No Method
Banking documentation reviewed	☐ Complete ☐ Incomplete
Independent callback completed	☐ Yes ☐ No Date
Callback completed by	
Approved by	
Approval date	
EFT effective date	