

**CITY OF CONCORD  
VENDOR INFORMATION**

[www.concordnc.gov](http://www.concordnc.gov)

In order to become or remain an active vendor with the City of Concord, the following Vendor information form and W9 must be completed and returned to City of Concord, Purchasing Division, or other designee. \_\_\_\_\_

Please note the following:

1. The City of Concord pays North Carolina sales and use tax and is not tax-exempt. These taxes, although not shown on the purchase orders, should be included on your invoice.
2. Any questions regarding invoices should be directed to the Accounts Payable department. 704-920-5217
3. All sections of the vendor form should be completed.
4. Any questions regarding the privilege license section should be directed to the City of Concord Tax Office: 704-920-5216. This section should not be left blank.
5. Check our web site for information on privilege license, department contacts, vendor quick reference guide, electronic funds transfer, etc.
6. If you have a contact person with a City department, their name should be in the (for City use only) section.

Please note: there are times, when we may send these forms, for updating our records. Feel free to contact us if any questions. 704-920-5444

Purchasing Department  
City of Concord  
850 Warren C. Coleman Blvd (Hwy 601 S)  
P. O. Box 308  
Concord, N. C. 28026-0308  
**Fax: 704-785-8856**