Wirt County Board of Education

P.O. Box 189
389 Mulberry Street
Elizabeth, WV 26143

MaryJane Pope-Albin, Superintendent
Karen S. Cummings, Treasurer

August 1, 2014

Dear Prospective/Current Vendor:

In an effort to update our vendor files to be able to comply with Internal Revenue Service reporting requirements, the enclosed Form W-9 *Request for Taxpayer Identification Number and Certification* needs to be completed and returned as soon as possible. No purchases from new vendors will be made unless this information is on file.

In addition, West Virginia Code §5A-3-10a requires county boards of education to assure that no contract is awarded to any vendor who owes the State of West Virginia or any of its political subdivisions more than $1000 in the aggregate as defined in the enclosed No Debt Affidavit. Since a purchase order is considered to be a contract, please sign the enclosed affidavit and return it along with the Form W-9.

Please return these forms as requested to assure there will be no interruption in our ability to purchase from your company. Forms may be faxed to 304-275-4581 or mailed to the above address.

If you have any questions or need additional information, please do not hesitate to contact myself or Anita Hoover at 304-275-4279. We appreciate your time and attention to this matter.

Sincerely,

Karen S. Cummings
Treasurer

Enclosures

WIRT COUNTY BOARD OF EDUCATION
NO DEBT AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater then one thousand dollars in aggregate.

DEFININTIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of it's political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; or any public body charged by law with performance of a government function.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor of that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administration pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3). It is hereby certified that the vendor affirms and acknowledged the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name:_____

Vendor's Phone Number:_____

Authorized Signature:_____ Date:_____

Printed Name/Title:_____