



NEW VENDOR INFORMATION FORM

Georgia Law requires that all companies have an E-Verify User Identification Number (Company I.D.). All vendors must provide an E-Verify number at the time of requesting to be added to the Augusta, Georgia vendor data base.

- **If you currently do not have an E-Verify account:** Visit the following website www.dhs.gov/e-verify. Located on the right side of the Screen, you will find the “Enroll in E-Verify” tab. Follow the instructions to complete and receive your E-Verify number. For additional e-verify information please visit the **State of Georgia** website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf or <https://e-verify.uscis.gov/enroll/>.
- **If you are enrolled:** Your E-Verify number has 5-6 digits that can be found on the top left side of the employer’s E-Verify Memorandum of Understanding (MOU). To access the MOU, you will be required to log into the E-Verify system. Go to the “Edit My Company” page and click on the tab at the bottom of the page entitled “MOU.” Your E-verify number will be in the top left-hand corner of the document.

Please complete the form below. All fields must be completed before a new vendor can be added to our data base.

VENDOR NAME _____

CONTACT NAME _____

ADDRESS _____

EMAIL ADDRESS _____

PHONE # _____ **E-VERIFY #** _____

FEDERAL TAX ID # _____

Please return to the User Department email: _____

Please note: This form must be returned to the User Department and not to the Procurement Department. All new vendor request must be submitted electronically by the User Department via the “New Vendor Online Form” located on CityNet.