

# New Vendor Registration Information

## Password Requirements

Password requirements:

- Between 8 – 15 characters
- At least one lower-case letter (a – z)
- At least one upper-case letter (A – Z)
- At least one number (0 - 9)
- At least one allowed special character (@#\$%)

## Information Required

Assemble the following information before continuing:

- Legal Business name (Do not include special characters such as ~,!, @, #, \$, %, ^, &, \*, (, ), \_, -, +, =, `, {, }, [, ], \, |, ;, :, ', ", >, ?, /, etc.)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
  - Legal Business name must match Line 1 on your W-9
- Tax ID Number
- Information on each location (first location entered will be considered the Headquarters)
- Copy of current year Business License. In lieu of a business license, below are acceptable documents:
  - A Letter of Good Standing from the Secretary of State
  - A Tax Certificate
  - A Certificate of Organization from the Secretary of State
  - Articles of Incorporation
  - Certificate of Existence
  - Certificate of Authority
  - Certificate of Occupancy
  - 501 c document (non-profit) **Specifically for Non-profits, Churches, etc.**
  - Fulton County will accept a **W-8** for any country outside of the United States
  - Fulton County will accept a **W-9 and a Bar Card from an Attorney or Law Firm** in lieu of a business license.
- If you are registering a government agency, school, college, church, or an individual using a social security number, no business license is required.
- A signed and dated copy of current year W-9 or W-8BEN (Non-US). Fulton County Government is required to comply with the regulations of the Internal Revenue Service for payments. All new vendors must submit proper documentation (W-9 Form) during the registration process.

All documents must be submitted via email to: [vendor.maintenance@fultoncountyga.gov](mailto:vendor.maintenance@fultoncountyga.gov)

## Changes to Vendor Payment Process

The County will ONLY make payments electronically via Electronic Fund Transfer (EFT). EFT registration is required for account activation.

Non-US businesses are required to have a US bank account as the County is unable to issue payments to non-US banks.

You must submit one (1) of the following supporting documents for the bank account information entered in VSS:

- Bank Letter – Account/ Routing Number Confirmation
- Direct Deposit Enrollment Form
- Voided check (includes Account/ Routing Number)

All documents must be submitted via email to: [vendor.maintenance@fultoncountyga.gov](mailto:vendor.maintenance@fultoncountyga.gov)

Once the information has been entered it will take 10 business days for the banking information to go through the prenote process. The account will remain “Inactive” until the process is complete, and the account has been deemed “Eligible for EFT.”

**New Registrations will take approximately 10 business days to review**

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