

Instructions for Suspension and Debarment

NC Division of Aging and Adult Services

- 1. Subcontractor has been Suspended or Debarred by the State of NC:**
 - a. Go to <http://www.osbm.state.nc.us/>
 - b. Looking at the home page, locate “Recent Releases”
 - c. Locate the most recent “Suspension of Funding Memo” and “Excel Spreadsheet”.
 - d. Click on the “Excel Spreadsheet” link and open the spreadsheet.
 - e. This listing is in alphabetical order to allow the user to determine if agency is suspended or debarred by the State of NC.

- 2. Subcontractor owes unpaid taxes to the State of NC:**
 - a. Go to <https://www.sam.gov>
 - b. There is no fee to register for this site. Entities may register at no cost by selecting “Create User Account”
 - c. Select “Individual Account Detail” and Create an Account.
 - d. Complete the registration. Note the telephone number must be entered as (xxx)xxx-xxxx (no spaces)
 - e. You will receive a confirmation email to activate your account by email once the registration is completed. Follow the instructions to login and receive confirmation of account activation.
 - f. From the home page, the user can “*search records*”.
 - g. Limit entity names to the first and second word of the name of the entity. For example, “Resources for Seniors”.
 - h. Review entity details and any active exclusions on file.
 - i. If an entity does not appear from your search, this entity is not registered has no exclusions.

- 3. Subcontractor owes unpaid taxes to the US Internal Revenue Service:**
 - a. Go to <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>
 - b. This link is used to verify that a charitable organization (501c3, Religious, etc) has maintained compliance with the Internal Revenue Service to maintain their nonprofit status.
 - c. Scroll down and click the button “*Exempt Organizations Select Check Tool*” and then click on “*Were automatically revoked*” and then search by Vendor Name, City, and State.
 - d. For example: Enter “*Walston*” under name, “*Tarboro*” under city, and “*NC*” for state. Walstons Adult Nurturing Center Inc. shows a revocation date of 15-Nov-2010 of the non-profit status. This agency’s non-profit status has been revoked.