



THE CITY OF **DOTHAN, ALABAMA**

POST OFFICE BOX 2128 • DOTHAN, ALABAMA 36302 • 334-615-3000

ROMONA L. MARCUS, CGFM
FINANCE DIRECTOR-TREASURER

SAMANTHA K. PHELPS
ASSISTANT FINANCE DIRECTOR

MORGAN B. RODRIGUEZ
UTILITY COLLECTIONS MANAGER

TAMRA L. WILLIAMS, CPA
ACCOUNTING MANAGER

CHARLOTTE A. LANGFORD
PURCHASING AGENT



Dear Vendor,

In order to do business with the City of Dothan, you as a vendor must be in compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535. Your obligations can be summarized as follows:

1. PROVIDE the City of Dothan proof that you are in compliance with the immigration law by timely submitting a copy of your *E-Verify Memorandum of Understanding (MOU)*.
2. PROVIDE the City of Dothan a signed Alabama Immigration Law Compliance Contract in the attached Notice form provided.
3. PROVIDE your suppliers notice of their compliance obligations and OBTAIN from each a copy of their *E-Verify Memorandum of Understanding*.

OR

If you believe these obligations do not apply to you, please complete the Declaration form included. These documents will be subject to audit.

More information can be found at www.dhs.gov. We will need your form and MOU before issuing payments to your company. Please fill out the applicable form(s) and return with your Memorandum of Understanding to:

City of Dothan
Attn: Accounts Payable
P. O. Box 2128
Dothan, AL 36302

You may also send your information by email to accountspayable@dothan.org or fax at 334-615-4139.

We sincerely regret any inconvenience that the implementation of the Act may cause you and we trust that you understand our requirement to comply with the law.

No payments will be issued until this has been received.

FINANCE DEPARTMENT

126 NORTH SAINT ANDREWS STREET • DOTHAN, ALABAMA 36303
PHONE 334-615-3140 • FAX 334-615-4139

ALABAMA IMMIGRATION LAW COMPLIANCE CONTRACT

Vendors of the City of Dothan must comply with Section 31-13-9, Code of Alabama 1975. If the vendor employs persons in the State of Alabama, the vendor must provide documentation that they are enrolled in the E-Verify program. This applies to any vendor entering into a written contract with the City of Dothan irrespective of whether it is a result of a competitive bid process. A copy of the Memorandum of Understanding (MOU) entered into between the contractor/business and the Department of Homeland Security to use the E-Verify system will suffice as sufficient documentation of enrollment. Any subcontractors who work with general contractors who have been awarded contracts by the City of Dothan must be enrolled in E-Verify. The general contractor should be aware of this requirement and have a system for assuring compliance. However, the City of Dothan is not responsible for assuring a subcontractor's compliance.

The award of the contract is conditioned on the vendor not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama.

“By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of the provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

A copy of our company's Memorandum of Understanding is included for companies with employees located within the State of Alabama (Your personnel department should have this or you can obtain it from the Department of Homeland security on line).

Name of Contractor/Vendor

Signature of Authorized Officer or Agent

Title of Authorized Officer or Agent or Contractor/Vendor

Printed Name of Authorized Officer or Agent

Social Security Number or Tax Identification Number

Please execute and return to the City of Dothan within the next 10 days with a copy of your company's Memorandum of Understanding (MOU).

DECLARATION

I/we have reviewed the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended, and do not believe the obligations of the Act applies to me, my business or organization because: (check one)

I am a sole-proprietor with no employees.

I/we do not employ any employees who work in the State of Alabama.

I/we only have volunteers and no persons who receive compensation for services.

I affirm that the above is true and correct under penalty of perjury.

Officer or Owner Signature

Date

Print Name

Title

Employer/Organization

Employer/Organization Street Address

City, State & Zip Code

Please execute and return to CITY within the next 10 days.

Please execute and return to the City of Dothan within the next 10 days with a copy of your company's Memorandum of Understanding (MOU).