1. **Subcontractor has been Suspended or Debarred by the State of NC:**
   a. Go to [http://www.osbm.state.nc.us/](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](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:**
   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 This agency’s non-profit status has been revoked.