

KALAMAZOO PUBLIC SCHOOLS

1220 Howard Street

Kalamazoo, MI 49008

Phone: 269-337-0111

Fax: 269-337-0155

loedemanra@kalamazoopublicschools.net

Dear Vendor:

Please fill out and return this form asap so that we can keep your information as current as possible. Please return this completed form and the attached W9 via **U.S mail, email or fax to the above address or fax number.**

Be sure to indicate if you wish to have your purchase orders emailed, faxed, or mailed and include all contact information. If you have any questions, please call 269-337-0111. Thank you for your cooperation.

Have you ever been an **EMPLOYEE** of Kalamazoo Public Schools? _____yes (include dates) _____no

Business Name: _____

DBA (if applicable): _____

Business Website: _____

Order From Address: _____

Remittance Address: _____
(If different) _____

Phone number: _____ Fax number: _____

Purchase Orders to be: _____ Emailed (email address: _____)
_____ Faxed
_____ U.S. Mail

PO Contact Name: _____

A/R Contact Name: _____

Payment Terms: _____

Is your business subject to Form 1099 reporting? _____ Yes _____ No

Signature of Business Owner: _____ Date: _____