



Kannapolis City Schools

Vendor Setup & Update Form

Purpose: This form is used district-wide to establish new vendors and to update existing vendor information to ensure accurate payment processing, HUB reporting, and compliance with district and state requirements.

SECTION 1: Vendor Identification

Vendor Legal Name (IRS/W-9 Name): _____

DBA Name (if applicable): _____

Federal Tax ID: EIN SSN _____

W-9 Attached: Yes No (Required)

SECTION 2: Vendor Contact Information

Primary Contact Name: _____

Phone Number: _____

Email Address (required for purchase orders): _____

SECTION 3: Address Information

Remittance / Mailing Address:

Street _____

City _____ State _____ Zip _____

Physical Address (if different):

Street _____

City _____ State _____ Zip _____

SECTION 4: HUB Reporting Category (Required)

Select all that apply:

- B – Black Owned HA – Hispanic Owned AA – Asian American Owned
 WO – Women Owned D – Disability Owned DBE – Disabled Business Enterprise
 SE – Socially and Economically Disadvantaged Non-HUB Business

Commodity Purchases Professional Services Contracted Services

HUB Certification Number (if applicable): _____

SECTION 5: Payment Method Information

Current Payment Method: Check

ACH / Direct Deposit Information (for future use):

Bank Name: _____

Routing Number: _____

Account Number: _____

Checking Savings

Voided Check or Bank Letter Attached: Yes No

SECTION 6: Vendor Certification

I certify that the information provided on this form is accurate and complete. I understand that incomplete or inaccurate information may delay payment.

Authorized Representative (Printed Name): _____

Signature: _____

Date: _____

SECTION 7: District Use Only

Vendor ID (LINQ): _____

Entered By: _____

Date Entered: _____

HUB Category Verified: Yes No ACH Documentation Verified: Yes No

Submission Instructions

Completed forms must be submitted to the Finance Department with all required documentation.

Mail:
Kannapolis City Schools
Finance Department
C/O Robin Baucom
100 Denver Street
Kannapolis, NC 28083

Email: accountspayable@kcs.k12.nc.us