Kirbyville Consolidated Independent School District

Committed to Excellence...

206 East Main Street
Kirbyville, Texas 75956

Telephone 409-423-2284
Fax 409-423-2367

TO: Vendor

FROM: Kirbyville CISD Business Office

RE: Required Documentation

Thank you for your interest in becoming a vendor for Kirbyville CISD. In order to add you as an approved vendor, we will need the attached forms completed and returned to us. Our Texas Sales Tax Exemption form is also attached for your files.

If you have any questions or need additional information, please don't hesitate to contact our business department. Our contact information is listed below.

Kirbyville CISD

Business Department

206 E. Main Street

Kirbyville, TX 75956

Phone (409) 420-0708 or (409) 423-7521

Fax (409) 423-2367

Email: aflowers@kirbyvillecisd.org Email: jreeves@kirbyvillecisd.org

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Name of signatory	Signature	Date

FELONY CONVICTION DISCLOSURE STATEMENT

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. A notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

_____

Vendor's Name

_____

Signature of Authorized Company Official

_____

Authorized Company Official's Name (Please Print)

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

☐ My firm is not owned or operated by anyone who has been convicted of a felony.

☐ My firm is owned or operated by the following individual(s) who has /have been convicted of a felony:

_____

_____

_____

_____

01-339 (Back)
(Rev.4-13/8)

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Kirbyville Consolidated Independent School District	
Address *(Street & number, P.O. Box or Route number)*	Phone *(Area code and number)*
206 East Main Street	**409-420-0708**
City, State, ZIP code	
Kirbyville, TX 75956	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Governmental Entity - Public Education K-12

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
sign here [signature]	CFO	09/01/2026

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do <u>not</u> send the completed certificate to the Comptroller of Public Accounts.

Kirbyville Consolidated Independent School District

206 East Main Street Kirbyville, Texas 75956
Telephone 409-423-2284

Date: September 1, 2026
To: All District Employees, Contractors, and Service Providers
From: Kirbyville Consolidated Independent School District
Subject: Prohibitions Against Discrimination and Diversity, Equity, and Inclusion Notice

Dear Employees, Contractors, and Service Providers:

As we begin the 2026–2027 school year, Kirbyville Consolidated Independent School District is committed to ensuring that all District operations, programs, activities, training, and services comply with applicable federal and state laws and District policy.

This notice is provided to inform all District employees, contractors, and service providers of the requirements established by **Texas Senate Bill 12 (SB 12), 89th Texas Legislature**, regarding certain diversity, equity, and inclusion ("DEI") duties.

SB 12 Requirements

SB 12 amended the Texas Education Code to establish restrictions concerning certain DEI duties within public school districts. Under **Texas Education Code §11.005**, a school district may not assign DEI duties to an individual, except as required by state or federal law. The District must also prohibit employees, contractors, and volunteers from engaging in DEI duties at, for, or on behalf of the District.

For purposes of SB 12, DEI duties include certain activities involving race, color, ethnicity, sex, gender identity, or sexual orientation, including activities such as:

- Influencing hiring or employment practices on the basis of race, sex, color, or ethnicity, except when necessary to comply with applicable state or federal antidiscrimination laws;
- Promoting differential treatment of, or providing special benefits to, individuals based on race, color, or ethnicity;
- Developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation, except when necessary to comply with state or federal law; and
- Compelling, requiring, inducing, or soliciting an individual to provide a DEI statement or providing preferential consideration based on the submission of such a statement.

Expectations for Employees, Contractors, and Service Providers

All District employees, contractors, and service providers are expected to:

1. **Comply with SB 12, applicable federal and state laws, and District policies** when conducting business or performing services for or on behalf of the District.
2. **Not develop, organize, promote, or implement DEI programs, activities, trainings, or initiatives** on behalf of the District that are prohibited by Texas Education Code §11.005.
3. **Not require or solicit DEI statements** from applicants, employees, students, parents, contractors, or other individuals, or provide preferential consideration based upon submission of such a statement, when prohibited by law.
4. **Not make employment, assignment, participation, or other District decisions based upon race, color, ethnicity, sex, gender identity, or sexual orientation**, except as specifically permitted or required by applicable law.
5. **Not use District funds, facilities, equipment, technology, communication systems, instructional time, or other District resources** to conduct DEI activities prohibited by law.
6. **Contractors and service providers** providing programs, training, presentations, consulting, professional development, or other services to the District must ensure that their services comply with applicable Texas law and District policies. Contractors and service providers may not independently conduct prohibited DEI activities while acting at, for, or on behalf of the District.
7. **Seek guidance before proceeding** if there is a question regarding whether a proposed training, program, activity, presentation, or other District-related activity may implicate the requirements of SB 12.

Consequences for Violations

Employees and District contractors are hereby placed on notice that violations of applicable law or District policy may result in disciplinary or contractual action, up to and including termination of employment or termination of a contract, as applicable.

Contractors

A District contract may be subject to termination if the contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion duties prohibited by applicable law; or
- Assigns prohibited DEI duties to another individual.

A District contractor shall be permitted to appeal such action in accordance with **Board Policy GF(LOCAL)** and any other applicable District policy or contractual provisions.

Employees

An employee may be subject to disciplinary action, up to and including termination of employment, if the employee intentionally or knowingly:

- Engages in diversity, equity, and inclusion duties prohibited by applicable law; or
- Assigns prohibited DEI duties to another individual.

Disciplinary action will be administered in accordance with applicable law and District policy.

What SB 12 Does Not Prohibit

Compliance with SB 12 does not prevent the District from providing a safe, respectful, and nondiscriminatory educational environment.

SB 12 does not prohibit the District from complying with applicable federal or state antidiscrimination laws. The law also contains provisions addressing activities such as contracting with historically underutilized businesses or businesses owned by minorities or women when permitted by applicable law, as well as acknowledging or teaching the significance of state and federal holidays and commemorative months when conducted in accordance with applicable law and the Texas Essential Knowledge and Skills.

Employees should continue to treat all students, colleagues, parents, and community members with dignity and respect and should continue to fulfill all duties required by federal and state law, District policy, professional standards, and their assigned responsibilities.

Questions and Guidance

If you are uncertain whether a proposed activity, training, program, presentation, or other District-related activity is permissible under SB 12 or District policy, please consult your campus administrator or the appropriate District administrator **before proceeding**.

The District will continue to monitor applicable laws and guidance issued by the **Texas Education Agency (TEA)** and will review and update District policies and procedures as necessary to maintain compliance.

Employees, contractors, and service providers may review the District policies referenced in this notice through the District's online policy manual:

https://pol.tasb.org/PolicyOnline?key=718

Thank you for your cooperation and continued commitment to serving the students and families of Kirbyville Consolidated Independent School District.

Sincerely,

Stephen Edwards

Stephen Edwards
Superintendent
Kirbyville Consolidated Independent School District