



New Vendor ID Set-up Form

Please complete all fields and return to KUA's procurement team, procurement@kua.com with a **completed Form W-9**.
Incomplete forms could result in delay of payment(s).

Vendor Information

Legal Company Name (as it appears on **W-9&** tax return): _____

DBA Company Name (or N/A): _____

Physical Address: _____ City _____ State ____ Zip _____

Remit-to Address: _____ City _____ State ____ Zip _____

Phone: _____ Website Address: _____

Tax Payer ID # (EIN): _____ (must match W9 - Please attach W9)

Purchase Order Number(s) can be emailed to emailaddress: _____

*If ACH payment is being requested, please send **ACH bank account information** instructions on COMPANY LETTERHEAD with this form. **Only check here if requesting ACH:**

Printed Name of person Signing: _____

Vendor Signature: _____ Title _____ Date _____

KUA OFFICE USE: