

How to submit a sub w9 form

- Go to the Kentucky Fire Commission website.
<https://kyfirecommission.kctcs.edu/>



- Click about.



- Go to forms and find the KCTCS Sub W-9 Form (Fillable Field PDF)

About

- Fallen Firefighter Memorial
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Forms

State Aid

- [Approved Equipment List](#) (PDF)
- [2022-2023 Proof of Purchase](#) (Fillable/Excel)
- [2022-2023 Proof of Purchase Instructions](#) (PDF)

Financial Disclosure


- [KY Fire Commission Financial Disclosure FY 21-22 Information](#) (Word)
- [KY Fire Commission FY21-22 Financial Disclosure Report](#) (PDF)
- [KY Fire Commission FY21-22 Financial Disclosures Explanatory](#) (PDF)

Establishing a Fire Department

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- Sub W-9s**
- [KCTCS Sub W-9 Form \(Fillable Field PDF\)](#)
 - [Sub W-9 Form Instructions \(PDF\)](#)

Sub w9 Page 1:

Step 1: At the top of the form, check which option(s) are applicable. If one box is only checked (Incentive, State Aid or Grants) please submit another sub w-9 form for the other options. If all funds from the fire commission go to the same account, check all funds.




FC/SFRT use only

Incentive Only

State Aid Only

Grant Only

All Funds



Substitute W-9 Form

Kentucky Community and Technical College System
300 North Main Street, Versailles, KY 40383

Substitute W-9
Revised 12/6/13

College:	System Office - Procure to Pay		
College Contact:	Calynn Fields	College Contact Email:	calynn.fields@kctcs.edu
College Contact Ph:	(859) 256-3265	College Contact Fax:	use email address kctcs-purchasing@kctcs.edu

Step 2: Check either new vendor or change to existing vendor. If your agency is currently getting paper checks then mark new vendor, if your agency gets direct deposit and needs to update the information mark change to existing vendor.

New Vendor (complete entire form) **Changes to existing vendor**

Federal Tax ID #: (Required) XX-XXXXXXX TIN/EIN SSN

Legal Name used for purposes of IRS reporting
Organization Name

Business Name (if different from name used for purposes of IRS reporting)

Sub w9 Page 2

Step 5: **Do not fill out the Purchase Order section.** Type the information into the remittance section: Vendor name (if different), Remit to address, City, State, Zip, Remit to Contact Name, Email, Remit Phone, Fax. Changing the address, click the box and add the address in the box.

Purchase Order	Purchase Order Information <input type="checkbox"/> Check if remit address is same as PO address			
Preferred Method of Receiving Purchase Orders: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Check if there is a change to your Purchase order address				
Vendor Name (if different from above)	DO NOT COMPLETE THE PURCHASE ORDER SECTION			
Order to Address				
City				
Sales Contact Name				
Sales Contact Phone				
<input type="checkbox"/> Purchase Address – Change to				
Remittance				
Vendor Name (if different from above)				
Remit to Address	1 Fire Department Drive			
City	Paris	State	KY	Zip 40361
Remit to Contact Name	Contact Person	Email	Organization Email	
Remit to Phone	XXX-XXX-XXXX	Fax		
<input type="checkbox"/> Remit to Address – Change to				

Step 6: Direct deposit information, complete all fields: Name on Bank Account, Bank account, Bank Routing Number, bank account number, mark if the account is a checking or savings, email address, mark if this is establishment of a new direct deposit or change to existing direct

deposit. If a direct deposit is set up and need to change the email that receives the notification of funds being deposited, mark new email address, and fill in the blank.

Direct Deposit Information (All fields are required to receive ACH electronic direct deposit payments)	
Name on Bank Account: General, State Aid, Savings, Grants	
Bank Name (include branch name if applicable): XXX Bank	
Bank Routing Number (9-digit ABA #): #####	Bank Account Number: #####
Mark only one (should match information noted above): <input checked="" type="checkbox"/> Checking: <input type="checkbox"/> Savings:	
E-mail address -- Please print LEGIBLY -- Required for electronic notification of payment to your bank account.	
Organization Email	
Mark if this is a: <input checked="" type="checkbox"/> Establishment of a new direct deposit <input type="checkbox"/> Change of existing direct deposit	
Email change only <input type="checkbox"/> New email address to where payment notification to be sent:	

Step 7: Type your name, signature, and date.

I hereby authorize and request KCTCS to initiate credit entries for payment to my account. If necessary, a debit entry may be made in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error at the financial institution named. The electronic payment data remains in effect until withdrawn by written notification to KCTCS, 300 North Main Street, Versailles, KY 40383.

Name	<i>Signature</i>	11/27/2023
PRINTED NAME	Authorized Signature	Date

Step 11: Save the document and attach it in an email to fdstateaid@kctcs.edu.