1. The KSU Office of Finance and Accounting (OFA) oversees registration. The Supplier Registration Form is required for any company or individual that currently provides, or expects to provide, goods and/or services to KSU. Payments cannot be issued to vendors until the Supplier Registration Form and all related/required forms are submitted to the Office of Finance and Accounting.

2. **These forms need to be completed by the Vendor, not Faculty or staff.**

3. Supplier registration forms need to be submitted at the **beginning** of your program. Submit forms just as soon as you are notified that your program has been approved. **Do not wait until you receive an invoice to submit vendor registration forms.**

4. The [vendor registration and Substitute W-9](#) form can be found under Campus Forms on the KSU Intranet web page. All 3 pages should be completed and signed by the VENDOR.

   Page 4 – Direct Deposit Setup – cannot be used by International Non-US Citizens and /or Non-Permanent Resident Aliens providing products and /or services to KSU. They are not eligible for direct deposit payment.

5. The [W-8 BEN](#) form must be completed by foreign individuals. Information about Form W-8 BEN and its separate instructions can be found at [www.irs.gov/formw8ben](http://www.irs.gov/formw8ben).


7. **For information on KSU vendor registration, please contact:** [vendor_registration@kennesaw.edu](mailto:vendor_registration@kennesaw.edu).

---

Last Updated: April 13, 2016