

VENDOR DIRECT PAYMENT INFORMATION

for Parents/Guardians

Many local area instructors/tutors/vendors are willing to be paid directly by the KPBSD accounting department. If you are interested in this service, please use the following guidelines:

The instructor/tutor/vendor must:

- Be registered with Connections program as an approved instructor. Approved instructors are listed on the Connections website under instructors and tutors. If you have any questions about whether an instructor is approved, please call the Connections office.
- Be registered with the Kenai Peninsula Borough to collect borough sales tax. Vendors will not be considered for direct payment if they are not registered to collect sales tax.
- Submit a W-9 form to the KPBSD Purchasing Department. The form is available at www.irs.gov.

You, your advisor and the vendor must complete the **Vendor Direct Payment Form** provided by the Connections Office. This agreement is valid as long as your student is enrolled with the Connections Program.

If you choose to withdraw your student from the Connections Program prior to November 1st, you will be required to reimburse Connections for any services rendered before that date.

Submit your completed Vendor Direct Payment Form to your Connections advisor two weeks prior to the start of the 1st lesson. Please remember that this form must be submitted and approved by the accounting department before any items can be purchased or any services rendered.

If you have any questions, please feel free to contact your Connections advisor or Jennifer Satathite at the Connections office. 714-8880