



REQUEST FOR SUBCONTRACTOR SET-UP

Instructions: Subcontractors should complete all sections in white and attach required documents. All sections in blue are to be completed by KHS&S Contractors.

Date: _____ **Requested by (Project Manager):** _____

Job Name / Number subcontractor hired for: _____

Sub's Legal Name (per W-9): _____

Contact Name: _____ Email: _____

Phone Number: _____ Fax Number: _____

Remittance Address: _____

Subcontractor Type: Lump sum / Fixed price & scope Hourly / Unit contractor Temp Labor Agency

SIC/NAICS Code: _____

Subcontractor Geographic Coverage: All Florida All Texas Regional (Specify) _____

Payment terms: Paid when paid Monthly Weekly

Can subcontractor supply certified payroll reports & labor reports for monthly payroll by Workers' Comp code? Yes No

Is this a Minority Business Entity? Yes No If yes, identify:

- WBE (Woman Business Entity)
- MBE (Minority Business Entity)

ATTACHMENTS REQUIRED FROM SUBCONTRACTOR:

1. Completed form W-9
2. Copy of current business license
3. Certificate of insurance that complies with KHS&S requirements
4. Most recent financial balance sheet
5. Organizational chart or list of employees authorized to sign documents
6. Labor rates

Verified by KHS&S

_____ (initial)

_____ (initial)

_____ (initial)

_____ (initial)

_____ (initial)

_____ (initial)

TO BE COMPLETED BY KHS&S ACCOUNTS PAYABLE DEPT:

Initial By / Date

Vendor # assigned: _____ / _____

Vendor Class assigned: _____ / _____

Vendor Information screen updated: _____ / _____

Person requesting notified: _____ / _____

Form scanned/saved to shared folder: _____ / _____