



REQUEST FOR INSURANCE CERTIFICATE AND TAX ID NUMBER

Dear Subcontractor;

Federal reporting requirements and our insurance company require that the following information be on file at our office. Please note: Payments **WILL NOT** be made until we receive the following information.

- **Certificate of Insurance** naming Carbon River Construction Company as a "Named Insured". Minimum coverage for "Each Occurrence" must be \$500,000.
- **Federal W-9 Form**, "Request for Taxpayer Identification Number and Certification". **{NOTE: IF YOU ARE EXEMPT FROM BACKUP WITHHOLDINGS (i.e. YOU DON'T RECEIVE 1099 FORMS) YOU MUST COMPLETE PART II OF FORM W-9.}**

Please arrange to have your insurance certificate resubmitted on an annual basis or as they expire. If you have further questions or concerns, feel free to contact the office.

Sincerely,

Carbon River Homes