



Dear Vendor,

We are required to have on file for you/your company the items listed below;

- Federal form W-9 **-Signed** <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

- Current Certificate of Insurance

- Workers Comp coverage –or- Approved Determination of Independent Contractor Status from State
Worker's Compensation Board.

If you don't have WC insurance and need the Approved Determination, mail or fax the independent status application to the address on the form and you will get your determination from the WC Board within a few days. Then send us a copy of the Certificate that the WC Board sends you. This law {39-A M.R.S.A 102(13-A)} became effective 12/31/2012.

Please don't hesitate to contact us if you have any questions.

Thank you,

Harbor Builders Associates