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WHEN A MASTER CONTRACTOR IS TO BE PAID DIRECTLY FOR THE SERVICES OF THE SUB-CONTRACTOR, THE FOLLOWING PROCEDURE MUST BE FOLLOWED:

1. THE SUB-CONTRACTOR MUST SIGN THE ONLINE OWNER/OPERATOR AGREEMENT AND COMPLETE THE INSURANCE DOCUMENTS FOR THE OCCUPATIONAL ACCIDENT AND CONTINGENT LIABILITY INSURANCE.
2. THE MASTER CONTRACTOR MUST COMPLETE AND SIGN THE W-9 FORM WITH THEIR EIN/FEIN#. THIS IS NEEDED BECAUSE THE 1099 IS SENT DIRECTLY TO THE MASTER CONTRACTOR.
3. THE SUB-CONTRACTOR MUST SIGN THE AUTHORIZATION FORM BELOW, DIRECTING PAYMENT TO THE MASTER CONTRACTOR AND ACKNOWLEDGE THE ONLINE AGREEMENT.

I AGREE TO HAVE MY SETTLEMENT CHECK ISSUED TO:

MASTER CONTRACTOR NAME: _____

COMPANY NAME: _____

EIN/FEIN# _____

SUB-CONTRACTOR SIGNATURE: _____

DATE: ___/___/___ SS#: _____

CONTRACT ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE COMPLETED THE ONLINE AGREEMENT THAT HAS THE MASTER CONTRACTOR'S EIN/FEIN# AND DIRECT DEPOSIT ACCOUNT INFORMATION.

SUB-CONTRACTOR SIGNATURE: _____ DATE: ___/___/___

SUB-CONTRACTOR NAME (PRINT): _____

WITNESS SIGNATURE: _____ DATE: ___/___/___

WITNESS NAME (PRINT) _____

NOTE: ATTACH A COPY OF THE MASTER CONTRACTOR & SUB-CONTRACTOR'S VALID DRIVER'S LICENSE WHEN RETURNING FORM TO THE OFFICE