

Business to Business Documentation Requirements

The contractor must provide the following documentation:

(1) Proof of Incorporation and Licensure (one of the following)

- Articles or certificate of incorporation
- Current certificate of good standing
- Current business license

(2) Proof of Federal Employer Identification Number (EIN).

Completed "T3 Consortium LLC substitute W-9" form on which the contractor indicates an EIN.

(3) Proof of Insurance.

(i) Automobile Liability Insurance with minimum limits of \$1,000,000 covering all losses which are caused by Contractor operating a motor vehicle in carrying out the Services; (ii) Commercial General Liability insurance with minimum limits of \$1,000,000; (iii) Workers Compensation insurance covering Contractor and Contractor's employees; (iv) Professional Liability Insurance with minimum limits of \$1,000,000; (v) Employer's Liability with minimum limits of \$500,000 and (vi) Fidelity (Crime) insurance covering the dishonest acts of Contractor and Contractor's employees in a minimum amount of \$1,000,000

T3 Consortium, LLC must be named **as an additional insured** on the liability policies for claims arising in connection with operations undertaken for T3 Consortium, LLC. This should be reflected in the comments section of the certificate of insurance.

(4) Executed Independent Contractor Agreement/ Non Disclosure/Non Compete Documentation

(5) Proof of Tax Filing.

Supply proof that he/she has filed required state and federal tax documents and made tax payments, ideally quarterly, but at least annually (e.g. a copy of the payment vouchers accompanying quarterly tax payments, or certification from the contractor's tax professional).