

New Vendor Registration - Information Pack

To become an approved vendor PMI (Piece Management, Inc.) requires the following documentation:

- 1. Subcontractor Service Agreement Executed / signed (requires bi-annual renewal)
 - a. Via "E-Signature" (electronic signature)
- 2. W9 form Executed / signed
- 3. Certificate of General Liability Insurance Policy (requires annual renewal)
 - a. Coverage requirements are noted on the attached sample
 - See attached sample for "Certificate Holder" and "Additionally Insured" requirements
- 4. Certificate of Auto Liability Insurance Policy (requires annual renewal)
 - a. Coverage requirements are noted on the attached sample
 - See attached sample for "Certificate Holder" and "Additionally Insured" requirements
- 5. Certificate of Workman's Comp. Insurance Policy (requires annual renewal)

Copies of the above documentation can be emailed to "<u>Vendors@piecemanagement.com</u>" or faxed to 516-326-0405.

Updated: 3/10/20

Form W-9

(Rev. January 2002)

Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

internal R	evenue Service									
ge 2.	Name									
Specific Instructions on page	Business name, if differen	ent from above								
Print or type Instructions	Check appropriate box:	Individual/ Sole proprietor	Corporation	Partnership	Other ►				empt fror hholding	m backup
Print o	Address (number, street, and apt. or suite no.)						ne and a	nddress (op	otional)	
pecific	City, state, and ZIP code	9								
See S	List account number(s) h	nere (optional)			·					
Part	Taxpayer Id	entification Nun	nber (TIN)							
Howev page 2 see Ho	our TIN in the approprer, for a resident alie. For other entities, it in to get a TIN on page of the account is in more	en, sole proprietor, o is your employer ider ge 2.	or disregarded ent ntification number (ity, see the Part I in EIN). If you do not ha	nstructions on ave a number,			or dentification	-	per
to ente		te than one hame, se	e the chart on pag	c 2 for guidelines on	i wiiose nambei	' '				
Part	Certification	n				'				
Under p	penalties of perjury, I o	certify that:								
1 . The	number shown on thi	is form is my correct	taxpayer identifica	tion number (or I am	waiting for a n	umber	to be is	sued to r	ne), and	t
Rev	I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and									
3. I an	n a U.S. person (includ	ding a U.S. resident a	alien).							
withhole For more arrange	Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)									
Sign Here	Signature of U.S. person ▶				Date ►					

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- **2.** Certify you are not subject to backup withholding, or
- **3.** Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester, or
- 2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- ${\bf 3}.$ The IRS tells the requester that you furnished an incorrect TIN, or
- **4.** The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

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Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Exempt from backup withholding. If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see Limited liability company (LLC) above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7,

Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN **or** that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt from backup withholding* above.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- **3. Real estate transactions.** You must sign the certification. You may cross out item **2** of the certification.
- 4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For	this type of account:	Give name and SSN of:			
	Individual Two or more individuals (joint account)	The individual The actual owner of the account or, if combined funds, the first individual on the account ¹			
3.	Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²			
4.	The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹			
	b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹			
5.	Sole proprietorship	The owner ³			
For	this type of account:	Give name and EIN of:			
6.	Sole proprietorship	The owner ³			
7.	A valid trust, estate, or pension trust	Legal entity ⁴			
8. Corporate		The corporation			
9.	Association, club, religious, charitable, educational, or other tax-exempt organization	The organization			
10.	Partnership	The partnership			
11.	A broker or registered nominee	The broker or nominee			
12.	Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity			

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/2/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your agents name as	nd address	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
1		INSURER A: Insurance carrier name	
INSURED		INSURER B: Insurance carrier name	
Name and address of subco	ntractor	INSURER C:Insurance carrier name	
		INSURER D:Insurance carrier name	
		INSURER E :	
		INSURER F:	
COVERACES	COTICIOATE NUMBER OF 1542006		ADED.

COVERAGES CERTIFICATE NUMBER:CL154200690 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

		AREA SUCKLOS CONTRACTOR OF SOCIAL	Y '	Y Y	EMILO SECTION OF THE PECTUA	ACTION TO BE	/ V V V	$\sim\sim\sim$	
_ [NSR LTR	TYPE OF INSURANCE		SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s
_		X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$ 1000000
	A	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50000
			х	Y	policy number			MED EXP (Any one person)	\$ 5000
								PERSONAL & ADV INJURY	\$ 1000000
-		GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2000000
-		POLICY X PRO- JECT LOC						PRODUCTS - COMP/OP AGG	\$ 1000000
_		OTHER:						Property damage-single limit	\$
_		AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	в	ANY AUTO			policy number			BODILY INJURY (Per person)	\$
	_	x ALL OWNED SCHEDULED AUTOS	х	Y				BODILY INJURY (Per accident)	\$
		x HIRED AUTOS x NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
- [\$
- [X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$ 1,000,000
-	С	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$ 1,000,000
		DED X RETENTION\$ 10,000	Х	Y	policy number				\$
	D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						x PER OTH- STATUTE ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?		N/A		policy number			E.L. EACH ACCIDENT	\$ 1,000.000
	(Mandatory in NH)			Y				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
- [If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
	Α.								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Piece Management Inc. it subsidiaries and affiliates are named as an additional insureds on a primary and non contributory basis. Waiver of subrogation clause applies.

CERTIFICATE HOLDER	CANCELLATION

Piece Management Inc. 117 South Second Street New Hyde Park, NY 11040 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Subcontractor Contact Form

Business address	
Billing address (if different from business address)	
Main contact/title	
Main phone number	
Emergency/afterhours phone number	
Contact email for work orders	
Contact email for paperwork/insurance	
Trades handled	
Distance from zip code for emergency/service work orders	
Additional areas covered outside your home office	



Subcontractor Rate Sheet

Service Description	Regular Time Hourly Rate	Overtime Hourly Rate	Flat Fee Rate
Carpenter			
Helper			
Electrician			
Helper			
Plumber			
Helper			
Painter			
Laborer			
HVAC			
Locksmith			
Trip Charge			
Emergency Charge			
Misc. Fee's/Charges (Please specify)			