



**TUSCOLA COUNTY
CONTROLLER/ADMINISTRATOR'S OFFICE**

Michael R. Hoagland
Controller/Administrator
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125 W. Lincoln Street
Caro, Michigan 48723

Telephone
989-672-3700
Fax: 989-672-4011

May 25, 2017

Dear 1099 – Misc Recipient:

Tuscola County Controller's Office and our Worker's Compensation Carrier are requesting a Certificates of Insurance and a W-9 be on file in our office from all 1099 eligible vendors. These forms will also need to be updated annually as you continue to provide our county with your services.

You will need to provide the following forms:

1. Completed W-9 Form

and

2. A Certificate of Worker's Compensation, which would include the following information:

- a. The certificate must show policy number, applicable insurance company and effective dates of the subcontractor's coverage.
- b. The "Certificate Holder" must be a named entity on your policy (It cannot be a copy of a certificate submitted to someone else.) They will not accept copies of policies or letters from agents.

OR

A fully completed INDEPENDENT CONTRACTOR STATEMENT (usable form attached) with some accompanying information (i.e. certificate of general liability coverage, business card, D. B. A. registration certificate.) Answers to the questions must meet the requirements of the independent contractor status for the State of Michigan.

3. Automobile Insurance Certificate -Required if you are working on any county property.

All forms are located on our county website at www.tuscolacounty.org. Please complete these forms and return as soon as possible to the Tuscola County Controller's Office, 125 W. Lincoln St., Suite 500, Caro, MI 48723 or fax them to (989) 672-4011 ATTN: Renee or email to renee@tuscolacounty.org.

PLEASE RETURN REQUIRED INFORMATION TO OUR OFFICE TO PREVENT DELAY OF ANY FUTURE PAYMENTS.

Thank you for your assistance in this matter. If you have any questions concerning this request, please contact the Human Resource Department, at 989-672-3705 or Renee Francisco, Administrative Assistant, at 989-672-3709.

Sincerely,

Michael R. Hoagland
Controller/Administrator