



Welcome to Braun Construction Service!

Braun Construction Services requires that the following information be in our possession before the onset of work and before payment can be issued

Please forward the below listed documents to our Accounting department:

- 1.) Certificate of Insurance
General Liability – minimum of 1,000,000.00
Workers Compensation

Braun Construction Services must be listed as both Additionally Insured and Certificate Holder.

- 2.) Completed W-9
- 3.) Signed Subcontractor Policies form
- 4.) Signed Independent Sub-Contractor Agreement
- 5.) Sub Contractor Information page filled out completely

Upon completion of work, please submit your invoice, via facsimile, (865) 981-1203, or mail.

Should you have any questions, please call (865) 980-0900.

We thank you for your cooperation.



SUBCONTRACTOR INFORMATION

BUSINESS NAME _____

OWNER NAME _____
(Full Legal Name) (Not required for corporation)

BUSINESS OPERATE AS: _____ Sole Proprietorship _____ Corporation _____ Partnership

ADDRESS: _____ PHONE # _____
_____ FAX # _____
_____ MOBILE # _____

TAXPAYER IDENTIFICATION NUMBER (TIN):
SOCIAL SECURITY NUMBER _____ - _____ - _____
OR
EMPLOYER ID NUMBER _____ - _____

TYPE OF WORK: _____

DATE BUSINESS BEGAN : _____ NUMBER OF EMPLOYEES: _____

NAME AS IT SHOULD APPEAR ON CHECK: _____

INSURANCE COVERAGE INFORMATION:

Attach Certificate of Insurance

GENERAL LIABILITY: Company/Agency Name: _____
Agent Name: _____ Phone Number: _____
Address: _____
Policy Number: _____ Expiration Date: _____

WORKERS COMPENSATION: Company/Agency Name: _____
Agent Name: _____ Phone Number: _____
Address: _____
Policy Number: _____ Expiration Date: _____

CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge; that _____ is an independent business, is in business to earn profit, and is responsible for all insurance coverage, licenses, and all local, state and federal taxes. Invoices will be submitted to Braun Construction Services, Inc. for services provided at the request of Braun Construction Services, Inc.

(Signature of Subcontractor)

(Date)

**Request for Taxpayer
Identification Number and Certification**

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

Print or type
See specific instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/ Sole proprietor Corporation Partnership Other ▶ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

OR

Employer identification number

--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- 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 and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

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 4.)

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 obtain 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.

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

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

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



Subcontractor Policies

This note is meant as an informative piece of information to make our working relationship as successful as possible. If you have any questions, please contact the Office Personnel or your Project Manager.

- All invoices must be turned in by 5:00 P.M. on Monday in order to be paid for **work completed thru the previous Friday**. Late invoices will not be processed until the following Friday. **NO EXCEPTIONS**.
- A Purchase Order is required for all purchases made on Braun Construction accounts and must be approved by the Project Manager. Purchase Orders can be received from the Office Personnel.
- Any receipts for reimbursements or for purchases made on Braun Construction accounts must be turned in with Subcontractor's invoices for payment or Subcontractor **will not** receive check for work completed thru previous Friday.
- Every receipt or invoice **must** include a job name or number in order for accounting to process.
- There is absolutely **NO SMOKING** in Customer's house. **NO EXCEPTIONS**.
- If it is necessary that you smoke, do not leave cigarettes butts on customer premises.
- Please pick up all trash and leave the customers property clean.
- If a customer requests additional work, it must be approved by Braun Construction.
- Any BCS equipment used by subcontractor must be approved by a project manager, signed out and a liability waiver must be signed.

We welcome you as a new subcontractor and thank you for working with us. We look forward to a long and prosperous relationship. If we can help in any way, please let us know.

Subcontractor Signature

Date



INDEPENDENT SUB-CONTRACTOR AGREEMENT

I, _____, in my capacity as _____ for _____, hereinafter referred to as "Subcontractor," agree that, for purposes of the work for which Braun Construction Svcs. Inc. hereinafter referred to as "Contractor," has retained Subcontractor. Subcontractor is an independent contractor at all times. Nothing in the underlying agreement between Contractor and Subcontractor is intended to create an employer/employee relationship.

As an independent contractor, Subcontractor has the right to adopt its own means and methods in accomplishing the agreed-to results, is independent of Contractor's business; has the right to employ assistants and to supervise their activities; has the obligation to furnish necessary tools, supplies, equipment, and materials; has agreed to do work for a set period of time; will be remunerated with reference to the quantity of work performed; is responsible for obtaining all licenses and permits as may be required by virtue of the nature of Subcontractor's business.

As an independent contractor, Subcontractor is responsible for filing required returns and fulfilling all obligations incurred under the Federal Insurance Contribution Act (FICA), federal, state and local income tax laws and other tax laws. Contractor is not responsible for Subcontractor's obligations under any such tax laws. Contractor will not withhold any taxes from payment to Subcontractor.

As an independent contractor, Subcontractor shall maintain a policy of liability insurance in the minimum amount of (One million) Dollars (\$1,000,000.00) to cover any claims arising out of the performance of its service within the underlying agreement. Subcontractor has already provided or will provide Contractor with evidence of such liability. Subcontractor shall further indemnify, save harmless, and defend Contractor from any claims arising from any act or omission of Subcontractor or Subcontractor's agent or employees.

As an independent contractor, Subcontractor shall not be entitled to any workers' compensation, stock, bonus, profit sharing, health, or other benefits which are available only to Contractor's full time employees.

By: _____

By: _____

Subcontractor: _____

Contractor: _____

Date: _____

Date: _____



Workers Comp. And General Liability Insurance Deductions

For all subcontractors choosing not to carry Worker's Comp. or General Liability insurance, Braun Construction Services will be deducting insurance premiums from **EACH** invoice. Invoices should be broken down to show labor and material costs separately, as insurance will only be charged on **labor**. The deductions will be as follows:

	General Liability	Worker's Comp.
Carpentry	10.00/\$1000*	20.38/\$100**
Brick Mason	10.00/\$1000*	14.30/\$100**
Roofing	10.00/\$1000*	33.46/\$100**
Janitorial	10.00/\$1000*	5.73/\$100**

Example: Brick Mason turns in an invoice for \$3500.00. Labor charges are \$2500 and materials are \$1000. The deduction would be \$10.00 x 3 = \$30.00 for General Liability and/or \$14.30 x 25 = \$357.50. The total deduction could be as much as \$396.95 depending on which insurance, if any, you choose to carry.

General Liability

- * \$0000.01 - \$1000 multiply rate by 1
- * \$1000.01 - \$2000 multiply rate by 2
- * \$2000.01 - \$3000 multiply rate by 3

Workers Comp.

- ** \$000.01 - \$100 multiply rate by 1
- ** \$100.01 - \$200 multiply rate by 2
- ** \$200.01 - \$300 multiply rate by 3