

# **SUBCONTRACTOR INFORMATION FORM**

CONTRACTOR: **BVB, Inc. d/b/a Bay View Builders**  
ADDRESS: **P.O. Box 764, 9 Beaver Dam Road**  
**Manchester, MA 01944**  
PHONE: **978-526-8161**  
FAX: **978-526-8174**  
E-MAIL: **Steve@bayviewbuilders.com**  
LIC #: **22477, 75820, 79426**

DATE:

SUBCONTRACTOR:  
ADDRESS:

Please review the information below and provide the information requested prior to commencing any work for Contractor.

## **I. GENERAL SUBCONTRACTOR REQUIREMENTS**

### **A. CONSTRUCTION SUBCONTRACT AGREEMENT**

Carefully review all contract terms and conditions in the Contractor's Subcontract Agreement prior to signing it. Do not commence work without a signed Subcontract Agreement issued by the Contractor.

### **B. INSURANCE AND LICENSING**

Carefully review all insurance and licensing requirements in the Subcontract Agreement. Subcontractor is strictly prohibited from working on any project for Contractor at any period of time when either Subcontractor's contractor's license or insurance (worker's compensation in statutory form and comprehensive general liability insurance in the amount of \$1,000,000) is not current, active, and in conformance with the requirements set forth in the Subcontract Agreement.

Send Contractor an insurance binder naming contractor as "additional insured" under subcontractor's liability policy.

**C. CHANGE ORDERS**

Do not proceed with any Change Order work without first receiving written approval from Contractor.

**II. PAYMENT PROCEDURE**

**A. INVOICING**

Submit an invoice for all payments requested. With each invoice, clearly identify the project and the phase of work being invoiced. Invoicing must follow the payment schedule and provisions set forth in the payment schedule portion of the Subcontract Agreement.

**B. MECHANIC’S LIEN RELEASES**

If requested by Contractor, furnish appropriate Mechanic’s Lien Releases (for Subcontractor and Subcontractor’s suppliers) with invoices. Contractor reserves the right to issue payment in the form of joint checks made out to Subcontractor and materials suppliers.

**C. WITHHOLDING OF PAYMENT**

No payments of any kind will be issued to Subcontractor if insurance certificates, as specified in the Subcontract Agreement, are not filed in Contractor’s office *prior* to the time of Subcontractor’s payment request.

**III. GENERAL INFORMATION AND TAX IDENTIFICATION NUMBER**

In order to facilitate the federal government’s requirement to file Form 1099 reporting statements annually, Subcontractor *must* provide the following information to Contractor *prior* to commencing any work for Contractor:

**A. GENERAL SUBCONTRACTOR INFORMATION**

BUSINESS NAME: \_\_\_\_\_

NAME OF OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: Work \_\_\_\_\_ Cell \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

YEAR THIS BUSINESS WAS STARTED: \_\_\_\_\_

**B. BUSINESS FORM**

( ) Individual or Sole Proprietorship

( ) Partnership

( ) Corporation

( ) Other: \_\_\_\_\_

**C. FEDERAL TAX I.D. NUMBER or SOCIAL SECURITY NUMBER**

Federal Tax I.D.#: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Thank you for taking the time to review this form and return it to us prior to commencing any work. We look forward to working with you on this project.

Sincerely,  
BVB, Inc