



**COUNTY OF MECOSTA**  
**BOARD OF COMMISSIONERS**  
400 ELM STREET, BIG RAPIDS, MI 49307  
Phone (231) 796-2505 Fax (231) 592-0121  
www.mecostacounty.org

Dear 1099 Candidate:

The Mecosta County Accounting Office and our Worker's Compensation auditors are requesting an updated Certificate of Insurance and an updated W-9 to be on file in our office from all 1099 recipients. These forms will need to be updated **ANNUALLY** as you continue to provide our county with your services.

**PLEASE PROVIDE 1 OF THE FOLLOWING 2 BELOW:**

1. **A CERTIFICATE OF WORKERS 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:**

2. **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.

A usable **W-9 FORM** is attached for your convenience. **Please fill this form out** and supply one of the above forms as soon as possible to: **The Mecosta County Accounting Office, 400 Elm Street, Big Rapids MI 49307 or email to: [mrule@mecostacounty.org](mailto:mrule@mecostacounty.org). You may also fax them to (231) 592-0786 Attn: Mandy Rule.**

**UNFORTUNATELY, WE WILL BE UNABLE TO ISSUE FURTHER PAYMENTS, IF WE DO NOT HAVE THIS REQUIRED INFORMATION ON FILE. SO PLEASE SEND THE INFORMATION AS SOON AS POSSIBLE.**

Thank you for your assistance in this matter.

If you have any questions concerning this request, please contact Mandy Rule, Accounts Payable at 231-592-0786 or Mecosta County Controller/Administrator, Paul Bullock at 231-796-2505.

Sincerely,

  
Mandy Rule

Accounts Payable/Accounting Specialist

Randy Vetter  
District #1

Jerrilynn Strong  
District #2

Linda Howard  
District #3

Raymond Steinke  
District #4

Tom O'Neil  
District #5

Chris Jane  
District #6

William Routley  
District #7

Paul E. Bullock  
Controller/Administrator