



C O U N T Y O F M E C O S T A
B O A R D O F C O M M I S S I O N E R S
400 ELM STREET, BIG RAPIDS, MI 49307
Phone (231) 796-2505 Fax (231) 592-0121
www.mecostacounty.org

Dear 1099-Misc. Candidate:

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

YOU NEED TO PROVIDE 1 OF THE FOLLOWING 2:

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.
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 Form W-9 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: astout@mecostacounty.org. You may also fax them to (231) 592-0121 Attn: Amy.

The Certificate of Workers Compensation or the Certificate of General Liability Coverage and the form W9 needs to be updated in our office annually.

UNFORTUNATELY, WE WILL BE UNABLE TO ISSUE ANY FUTURE PAYMENTS UNTIL WE HAVE THIS REQUIRED INFORMATION IN OUR OFFICE.

Thank you for your assistance in this matter.

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

Sincerely,

Amy Stout
Accounts Payable/Accounting Specialist

Marilynn Bradstrom
District #1

Jerrilynn Strong
District #2

Linda Howard
District #3

Raymond Steinke
District #4

Tom O'Neil
District #5

Wendy Nystrom
District #6

William Routley
District #7

Paul E. Bullock
Controller/Administrator