

TOWNSHIP OF SANILAC

INDEPENDENT CONTRACTOR POLICY

The Township of Sanilac requires that any and all Independent Contractors who will be performing work for the Township of Sanilac, shall, prior to the start of the work, complete and submit a Request for Taxpayer Identification Number and Certification (W9), and a Certificate of Liability Insurance listing the Township of Sanilac as an additional insured to the Township Clerk. Shall any work by an Independent Contractor require the Township of Sanilac to obtain a permit from a local agency and/or the Michigan Department of Transportation, said Independent Contractor must provide all names, addresses, plans and drawings to the Township of Sanilac.

NO WORK SHALL COMMENCE by the Independent Contract prior to the submittal of the following:

- Request for Taxpayer Identification Number and Certification (W9);
- Certificate of Liability Insurance listing the Township of Sanilac as an additional insured;
- All names, addresses, plans and drawings required by the Michigan Department of Transportation in order for the Township of Sanilac to obtain a permit with the Michigan Department of Transportation if applicable.

NO PAYMENT FOR SERVICES SHALL BE ISSUED by the Township of Sanilac without the following:

- Request for Taxpayer Identification Number and Certification (W9);
- Certificate of Liability Insurance listing the Township of Sanilac as an additional insured;
- All names, addresses, plans and drawings required by the Michigan Department of Transportation in order for the Township of Sanilac to obtain a permit with the Michigan Department of Transportation if applicable.

Updated Certificates of Liability Insurance must be provided to the Township on a yearly basis for auditing purposes.

ADOPTED: February 9, 2023, BOARD MEETING