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VENDOR COMPLIANCE CHECKLIST

Thank you for your interest in partnering with Elite Building Services. To follow is our vendor Compliance Package which will need to be completed and returned as soon as possible.

The following documents are REQUIRED to complete your compliance package:

1. Subcontractor Agreement

- a. First page dated and completed with your Company name and address
- b. All pages MUST be initialed and the last page must be signed and initialed
- c. ALL pages of the Subcontractor Agreement must be returned

2. Form W-9

- a. Complete the Business Name, Tax Classification and Address Section
 - b. Complete the TIN Section c. Complete the Certificate Section (Signature and Date)
- REMITTANCE ADDRESS Verification: (Complete the below section ONLY if Remittance Address differs from the address displayed on W9):

Company Name : _____ Street
Address: _____ City: _____
State: _____ Zip Code: _____

3. Certificate of Insurance

- a. Submit sample to your Insurance Agent to ensure certificate is issued properly
- b. If not required to maintain Workers' Compensation Insurance, you must submit a valid exemption certificate from your State Workers' Compensation Board PLEASE EMAIL OR FAX COMPLETED FORMS BACK TO ELITE.