

DATE:

TO: \_\_\_\_\_, COMPANY NAME

FROM: \_\_\_\_\_, SUBCONTRACOR

REF: SUB CONTRACTED WORK

I, \_\_\_\_\_ with this notice do hereby represent to MANAGEMENT, that commencing on \_\_\_\_\_, I will perform recurring services as an independent subcontractor for THE ABOVE NAMED CORPORATION. I understand that as an independent subcontractor I will be responsible for my own social security and federal income taxes on earnings commencing with my first sub contract. Furthermore I understand that I must supply my own tools, supplies, equipment and workmans compensation insurance (if applicable) in order to complete the tasks I will be performing per our subcontract. I represent to your corporation that I do not have any employees working for me and that your corporation is one of various contractors I perform services for. The receipt of more than \$600.00 will require a Form 1099 to be issued to me at year-end.

As a substitute W-9 form:

My social security # is \_\_\_\_\_.

My current address is \_\_\_\_\_

\_\_\_\_\_.

I am in agreement with the above since our professional business relationship (sub-contractor) requires such conditions.

\_\_\_\_\_  
Independent Contractor  
LIC #