|  |  |
| --- | --- |
|  | Mayhew Trucking LLC |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma:: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Mayhew Trucking LLC

708 Center Grove Rd China Grove NC

**Independent Contractor Driver and Policy Agreement**

Commitment\*Integrity\*Excellence

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Understand and agree to the terms in this contract, dated\_\_\_\_\_\_\_\_

1. I understand that I am an Independent Contract Driver. This agreement shall remain in full force and effective for 1-year period beginning on this date first written above and continuing thereafter on a year basis. Either Party may terminate this agreement at any time, with or without cause. \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.
2. I understand that additions or deletions can be made at any time to this contract policy agreement by *Mayhew Trucking LLC.* \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.
3. I understand that I am responsible for filing my own taxes with the Internal Revenue Services and Residents States Revenue Department. *Mayhew Trucking LLC*. Will provide me with a 1099 form.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that my rate of pay will be based on the percent of the Net Load Pay, which is the Gross Load Pay or Line-haul, or/plus Detention Pay, and or multiple stops less fuel surcharge, when applicable, cash advices and or for applicable fees for liabilities cause by my negligence.

 \_\_\_\_\_\_\_\_\_\_\_Contractor Initials

1. I understand that I will not be compensated for deadhead miles between last trip destination and new trip origin all bonus/relocation, moves will not be compensated. Driver will be compensated up to 150 miles for Sprinter and 100 miles for box trucks. \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.
2. I understand it is not the responsibility of *Mayhew Trucking LLC* to reimburse me for personal expenses. I will not be compensated for personal expenses incurred during my load assignments as and not limited to: meal, cellular phone usage, motor vehicle violation tickets due to negligence plus those described but not limited to those detailed in tern number 20 of this agreement, etc. \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.
3. I understand that *Mayhew Trucking LLC.* Does not guarantee, nor am I obligated to haul a specific number of loads, or earn a specific amount of revenue, or work a specific number of hours, or work specific days of the week. Any revenue I generate or pay I receive from Mayhew Trucking LLC. Will be solely for individual lad assignments I accept to complete and have completed. \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.
4. I understand that *Mayhew Trucking LLC*. Does not guarantee a specific or average amount of revenue/pay. I retain full control of and discretion load assignments I choose to accept or refuse. I retain and control and secretion of the hours I choose to work, I retain full control and discretion of the days I choose to work; thus, I retain full discretion on potential revenue I may or may not generate based on the load assignment I accept or do not accept to complete for Mayhew Trucking LLC.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that *Mayhew Trucking LLC.* Does not guarantee a profit. I understand that I may even incur losses incur to unforeseeable complications with the load assignment or due to damages or penalties caused to the motor vehicle or to Mayhew Trucking LLC. Because of my negligence or failure to adhere to DOT/FMCSA regulatory requirements

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand I will provide copies of all invoices to verify amounts of pay for net load pay. \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.
2. I agree to follow and uphold all regulations set by the Department of Transportation and Federal Motor Carrier Safety Administration.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that Mayhew Trucking LLC. Has a zero-tolerance policy and does not permit anything that is deemed contraband or illegal by the laws of the United States of America and accept full responsibility and penalties due to my own actions regarding this policy.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that taking the CV/Sprinter/Box Truck anywhere other than agreed upon trip origin routes and destination or personal use or place of residence requires verbal notification/disclosure to *Mayhew Trucking LLC*.

 \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand the CV/Sprinter/Box Truck must be serviced every 10,000 miles and receipts will be requires

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand Mayhew Trucking LLC. At any time can request a random viewing of the CV/Sprinter/Box Truck.

 \_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that CV/Sprinter/Box Truck must be returned in a timely manner and in clean operation condition at the request of *Mayhew Trucking LLC.* For any reason.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that if I do not return the CV/Sprinter/Box Truck assigned to me back to *Mayhew Trucking LLC*. Upon their request that it will be considered vehicle abandonment and I will be liable for all recovery expenses that Mayhew Trucking LLC. Incurs getting the CV/Sprinter/Box Truck returned to them.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that due to my abandoning the CV/Sprinter/Box Truck I waive the right to use the trucking phrase “abandonment “as defense if the unit is stolen because of abandonment I understand that it is my responsibility to return the assigned CV/Sprinter/Box Truck to *Mayhew Trucking LLC*. And that criminal charges can and will be brought against me for commercial vehicle theft by the City of Concord, State of North Carolina. Or any city for which jurisdiction falls under, if I fail to do so.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that it is my responsibility to make and keep copies of the vehicle trip report, vehicle expense report, bill of lading and all receipts of each trip until Mayhew Trucking LLC. Has been paid by the carrier of whom services are leased to. If the original copies are lost in the mail or die to my negligence and I cannot provide copies, I will be responsible for all expenses and lost earnings to *Mayhew Trucking LLC*. As well as my loss pay for said load assignment.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

I understand acknowledge and give *Mayhew Trucking LLC.* Permission to withdraw and/or deduct money from my net revenue/pay for the following conditions.

* 1. Shortage in trip funds by failure to provide receipts for maintenance, fuel supplies or other items and service that I have been advanced money to purchase on behalf of *Mayhew Trucking LLC*.
	2. My failure to provide copies of Bill of Lading, Trip Sheets, Expense Reports and all receipts for any load
	3. Damages to cargo and CV/Sprinter/Box Truck due to my negligence. I must document on all bills of ladings if I was present or allowed to watch the loading or unloading of freight.
	4. Any charges or penalties assessed for my failure to deliver load on time due to my negligence.
	5. A physical damage on the CV/Sprinter/Box Truck assigned to me if I am found at fault in an accident or incident due to my negligence.
	6. Liability damages to another party or parties’ personal property if I am found at fault in an accident or die to my negligence
	7. Transportation expenses for failure to deliver assigned CV/Sprinter/Box Truck to the care *of Mayhew Trucking LLC.* Where so ever Mayhew Trucking LLC deems acceptable to termination of contract.
	8. Any towing charges for CV/Sprinter/Box Truck that I am assigned to me if I am found at fault in an accident or incident due to my negligence
	9. Tolls and fuel for undisclosed routes of travel or undisclosed use of vehicle or not paying for tolls I will be responsible for.
	10. Fees and penalties assessed by the US DOT due to driver qualification violations
	11. Understand this is not a complete list of items that may arise that could affect deductions from my revenue/pay and that I have the right to submit a written rebuttal to *Mayhew Trucking LLC.* For consideration of reveal of deduction from wages for items listed.
	12. If driver abandon load or no call no show with a load understands that whatever load ran during pay period will be forfeited. *Driver is to work a full pay period if driver decided that he will not work full pay period all monies made will be forfeited.*
	13. *I understand that there should not be any passengers in the commercial vehicle. If passenger is caught or reported in commercial vehicle employee will be automatically terminated.*

 \_\_\_\_\_\_\_\_\_\_\_Contractor Initials

1. I understand that *Mayhew Trucking LLC*. Have deadlines for the following documents to be sent in for accurate tracking and record keeping. I also understand that I will be pain within 7 days after *Mayhew Trucking LLC.* Receives payment for the load assignments from the carrier leased on with. The following paperwork, forms and receipts from myself.
	1. Complete and signed weekly CV/Sprinter/Box Truck miles and fuel report
	2. Complete and signed weekly trip expense report (with all fuel and expense receipts attached
	3. Copy of bill of lading
	4. Copy of invoice
	5. Copy of all inspections, tickets, and or DOT forms (if received on the trip)

 \_\_\_\_\_\_\_\_\_\_Contractor Initials.

1. I understand that it is my responsibility to maintain copies of the above forms and receipts until I am paid for said load assignment and if I cannot provide a form or receipt, that I may be subject to forfeiting my part of the contracted pay for that specific load assignment.

\_\_\_\_\_\_\_\_\_\_\_Contractor Initials.

**Additional Comments and/or additional understandings:**

## Independent Contractor Driver and Policy

Signature Page

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify that I have read, understand and agree to the provision of this contract and receive a copy of this contract.

**IN WITNESS WHEREOF, the parties have executed this Independent Contractor Driver and Policy agreed by lawfully authorized to do so. representative**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_2020 Date: \_\_\_\_\_\_\_\_\_\_2020

Independent Contractor

Monta’ Mayhew

Mayhew Trucking LLC

704-719-6294

Owner

 *Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 SS/TID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayhew Trucking LLC

**INDEPENDENT CONTRACTOR OPERATING AGREEMENT**

This is made and entered this\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_by and between Mayhew Trucking LLC of Kannapolis, NC hereinafter call CARRIER and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereafter call CONTRACTOR.

1. For and in consideration of the covenants and the compensation to be paid as provider herein, CONTRACTOR, hereby agrees to furnish upon request of the CARRIER the following described services using the following described equipment, to furnish all, labor, including driver and/or co-driver to operate the equipment, and to perform or cause to be performed all work necessary in the pick-up, transportation and delivery of such commodities and in such amounts as CARRIER may provide:

VAN:

MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERIAL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TAG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRACTOR:

MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERIAL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TAG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAILER:

MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERIAL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TAG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOX TRUCK:

MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERIAL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TAG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mayhew Trucking LLC….***

**Company Statement:**

Moving Freight Forward…Through Professional Transportation Options and Godly Driven Personnel…

### Core Values

* Hard Working Customer oriented
* Evolving, investing, growing
* Honesty and integrity
* God fearing

**Rules:**

* Customer Courtesy, Customer always right
* Never ague with customer call office
* No Profanity around customer always remain professional
* Neat Appearance
* Honesty and Integrity
* No drugs or alcohol use while operating a commercial vehicle
* No smoking in company vehicle
* No Speeding
* Represent the company to the upmost

Correct paperwork, logs, receipts to be turned in weekly before pay.

#### Envision Future

***“Moving Freight Forward”***

Mayhew Trucking Company was established in 2010 on Sheer faith and GODLY foundation…. We continue to capture our employees with a family environment which offers peace of mind up to date equipment and communication services for efficient professionalism on the job. We pursue honesty and integrity throughout Mayhew Trucking Company and the fast-growing transportation industry. We seek to provide completive pay to all employees, with multiple options for advancement and cross training thought our Godly driven company we plan to continue to “Drive Freight Forward” many years to come.

President/CEO

##### Monta’ Mayhew

Driver Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Drug and Alcohol Policy

## Alcohol

Employees are not allowed to come to work under the influence of alcohol. They may not bring alcoholic; beverages onto the premises. The premises are hereby defined as building, grounds and parking lot surroundings

Employee may imbibe alcoholic beverages at some business-related parties, lunches and events only with management’s express permission.

## Drugs

Employee may not use, ingest, own or sell any illegal drugs. This includes but not limited to, narcotics, pills, inhalants or intoxicating chemicals. If employees are found in possession of any drugs or drug paraphernalia, the employee will be subject to disciplinary action up to and including termination and criminal charges.

## Legal Drugs

Employees may bring legal, prescription drugs to work provided that a doctor has prescribed the drugs to the employee in question.

Employee may not come to work under the influence of any drug that will impair their judgement ability to do their job or functions normally.

Employee may bring over-the-counter drugs to work if they bring no more than a one-day supply and only take the prescribed dosage at the prescribed intervals.

## Company Policy

Mayhew Trucking reserves the right to search any part of the premises for drugs or alcohol at any time. All employees may also be drug tested at any time.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

#### **Driver Responsibilities**

**Use route navigation apps and knowledge of area to deliver packages to customers on time**

**Interact with customers in a professional manner**

**Delivering a wide variety of items**

**Complete daily maintenance checks on delivery van and notify manager of any issues**

**Drive in inclement weather, such as light snow**

**Maintain electronic logs to track routes and deliveries**

**Loading, unloading, preparing, inspecting and operating the delivery vehicle**

**.**

#### **Driver Skills**

**Minimum of one-year of OTR driving experience**

**Ability to manage time and routes for a streamlined delivery experience**

**Strength to lift to 70 pounds plus bending and twisting**

**Work well independently**

**Open and transparent communication**

**Familiarity with GPS devices or map**

**Load, unload, prepare, inspect and operate a delivery vehicle apps**

**Complete logs and reports**

**Follow DOT regulations and safety standards**

****Driver Requirements****

###### **Good driving record with no traffic violations in the last 3 years**

**Excellent organizational and time management skills**

**Valid professional driver’s license**

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Sample Payroll Summary***



**MAYHEW TRUCKING**

**EMERGENCY CONTACT**

|  |  |
| --- | --- |
| Emergency Contact | Emergency Contact |
| **Name** | **Name** |
| **Phone** | **Phone** |
| **Alternate Phone** | **Alternate Phone** |

**Management will complete**

**Candidate Name:**

**Job Title: Employees/Owner Operators**

**Department: Mayhew Trucking**

**Hiring Manager: Monta Mayhew**

**Pre-offer checklist**

□ Completed Application Form

□ Drug Test passed

□ Background check passed

**Pre-Hire checklist**

□ Tractor/Truck Inspection (O/O)

□ Updated Cab Card

□ Physical/DOT Physical Card

□ Start date confirmed

□ MVR

□ Banking for direct deposit

□ ELD app applied to phone

□ Email set up

□ Keys to Vehicle

□ Cellular Telephone

□ New hire orientation scheduled

□ New hire paperwork packet

□ Safety training scheduled

□ On-the-job training scheduled

□ Social Security Card (Copy)

□ W-9 Completed

□ Copy of Driver’s License

Checklist Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_