



**C O U N T Y O F M E C O S T A**  
**BOARD OF COMMISSIONERS**  
400 ELM STREET, BIG RAPIDS, MI 49307  
Phone (231) 796-2505 Fax (231) 592-0121  
www.co.mecosta.mi.us

Dear 1099-Misc. Candidate:

Marilynn Vargo  
District #1

Jerry Williams  
District #2

Linda Howard  
District #3

Raymond Steinke  
District #4

Art Adleman  
District #5

Eric O'Neil  
District #6

William Routley  
District #7

Paul E. Bullock  
Controller/Administrator

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 some one 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 fax them to (231) 592-0121 Attn: Sheila or e-mail [slee@co.mecosta.mi.us](mailto:slee@co.mecosta.mi.us) . **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 Sheila Lee, Accounts Payable at 231-592-0786 or Mecosta County Controller/Administrator, Paul Bullock at 231-796-2505.

Sincerely,

Sheila Lee  
Accounts Payable/Accounting Specialist