



Michaelson, Conner & Boul, Inc.

Vendor Registration Requirements

The following documentation must be submitted by vendors/service providers prior to issuance of a vendor identification number. MCB will not complete the application process until all requested documents have been provided.

- A. Federal tax identification certificate
- B. Driver's License and Social Security Card
- C. If the subcontractor is a company (including a partnership), a Federal tax identification number should be provided. If the vendor is a sole proprietorship, i.e., a company owned or operated by a single individual, the Federal tax identification number will be the Social Security Number of the owner.
- D. Coversheet of a recent telephone bill or other alternate documentation, i.e., utility bill or bank statement, showing subcontractor's name, address, and phone number; and
- E. A copy of local or state business license for vendor's trade, if applicable.
- F. A copy of Liability Insurance Certificate name HUD and MCB as additional insured.
- G. A copy of Workers compensation Insurance Certificate. MCB requires a certificate of Workers Compensation for all contractors regardless of state exclusions or exemptions.