

[Company Letterhead/Logo]

[Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

**Subject: Subcontractor Tax Verification and Compliance Request**

Dear [Subcontractor Contact Name],

To ensure compliance with local and federal tax regulations, [Your Company Name] requires updated tax verification and compliance documentation for all active subcontractors.

Please provide the following documents by [Due Date]:

- A completed and signed IRS Form W-9 (Request for Taxpayer Identification Number and Certification).
- Proof of valid Workers' Compensation Insurance.
- Certificate of General Liability Insurance naming [Your Company Name] as an additional insured.
- [Optional: Valid Business License or State Tax ID Certificate].

Please confirm that all tax filings related to your services are current and that you are in good standing with the relevant tax authorities. Failure to provide this documentation may result in the suspension of payments or the termination of our subcontracting agreement.

Please submit the requested files via email to [Email Address] or mail them to the address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]