



Certificate of Insurance Requirements

Re: Certificates of Insurance: Worker's Compensation Insurance/Worker's Compensation Clearance Certificate Application and General Liability Insurance.

We require all independent subcontractors to provide us with a current **Certificate of Insurance** naming **Kort Builders, Inc.** as **both** a **"certificate holder"** and as an **"Additional Insured"** and **"Loss Payee"**. (The Certificate of Insurance **must** indicate that you carry General Liability Insurance and Worker's Compensation Insurance coverage). If you do not have Worker's Compensation coverage, then we need a copy of a current validated **Worker's Compensation Clearance Certificate Application** provided by the State of Indiana.

These documents should be provided to us prior to the date you begin work for us under your subcontract. These documents must also be provided to us before we release full payment on amounts due you. A 20% hold back will be retained until we receive these documents. If after 60 days, we are not provided with a current Certificate of Insurance and/or a validated Certificate Application, the 20% hold back will be remitted to our insurance carrier for coverage.

Instructions:

[] Certificate of Insurance:

If you carry General Liability and/or Worker's Compensation Insurance, merely have your insurance agent send or FAX us a Certificate at:

**Kort Builders, Inc.
8709 Castle Park Drive
Indianapolis, IN 46256
FAX: (317) 334-0146**

[] Worker's Compensation Clearance Certificate Application:

If you do not carry Worker's Compensation Insurance fill out the enclosed WCE -1 (State Form 45899) and submit the Form with a \$20.00 filing fee to:

**Indiana Department Of Revenue
P.O. Box 6072
Indianapolis, IN 46206-6192**

(The \$20.00 must be paid using a money order or certified check).

Upon your receipt of the validated Certificate Application, mail or FAX a copy to us at:

**Kort Builders, Inc.
8709 Castle Park Drive
Indianapolis, IN 46256
FAX: (317) 334-0146**

Thank you for your prompt attention to this matter. Should you have any questions, call Ellen Miller or Steve Kort at (317) 872 -4181.

Sincerely yours,
KORT BUILDERS, INC.