



**Merritt  
Contracting**

## **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 Merritt Contracting, 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 Certificate or Application provided by the State of Indiana or your applicable state. The Certificate of Insurance must cover all dates that you perform work for MCI on any project.

**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 to you. We will hold your payment up to 60 days until we receive these documents. If we are not provided with the current Certificate of Insurance and/or a validated Certificate or Application, a 20% holdback will be retained and 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 email us a Certificate at:

**Merritt Contracting, Inc.  
900 South State Road 39  
Lebanon, IN 46052**

[amclaine@merrittcontracting.com](mailto:amclaine@merrittcontracting.com)

#### **[ ] 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 email a copy to us at:

**Merritt Contracting, Inc.  
900 South St Rd 39  
Lebanon, IN 46052**

[amclaine@merrittcontracting.com](mailto:amclaine@merrittcontracting.com)

Thank you for your prompt attention to this matter. Should you have any questions, call Andrea at; (765) 481-1142.

Sincerely yours,  
MERRITT  
CONTRACTING, INC