



CONTRACTOR INFORMATION REQUEST FOR INSURANCE CLAIM

DATE:

CONTRACTOR:

PROJECT ADDRESS:

INSURANCE CARRIER:

CLAIM AMOUNT:

Please provide the following information required to process the claim:

- Copy of your Idaho Contractor's Registration
- DOPL Letter of Good Standing (available for download thru your DOPL account)
- Certificate of Insurance showing General Liability, Auto (if applicable), and Workman's Comp as required by Idaho law. If you are exempt from Workman's Comp insurance provide your Letter of Exemption.
- For all non-payroll workers or sub-contractors working on the job:
 - Copy of their Idaho Contractor's Registration for worker's performing work and materials of more than \$2,000.
 - DOPL Letter of Good Standing, if registered
 - Certificate of Insurance showing General Liability, Auto (if applicable), and Workman's Comp as required by Idaho law. If exempt from Workman's Comp insurance provide their Letter of Exemption.
- Copy of your W-9 made out to the homeowner's
- Idaho Contractor's disclosure form made out to the homeowner's as required under Idaho Code 45-525
- A copy of your contract with the homeowners as required under Idaho Statute of Frauds