

Izaak Walton League of America

York Chapter Number 67

7131 Ironstone Hill Rd.

Dallastown, PA 17313

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Contractor Documentation Policy, Ver. 1,

Date 2/4/2025 Board Chair BoD

Purpose:

The purpose of this policy is to define the documentation required to be collected from contractors providing services for IWLA York Chapter #67, for tax filing and insurance purposes.

Definitions: As they apply to IWLA York Chapter #67:

The Chapter: Izaak Walton League of America, York Chapter #67

IRS Form W-9 This is an informational form containing company name, address, tax ID and an authorized signature. The Chapter must collect this form by IRS rules.

IRS Form 1099: This is the report of payments made to contractors by The Chapter and is sent to the contractor and the IRS.

Certificate of Liability Insurance: This is a Certificate issued by insurance companies as proof of insurance for operational liabilities of their insured.

License: Trades licensing and certification where required by Pennsylvania Department of Labor. These include, but are not limited to electricians, plumbers, arborists, engineers and similar trades. Note, this is not a license to conduct business, but a Pennsylvania State certification of skill.

Collection of Documents:

All contractors must supply the following documents prior to beginning work.

These documents shall be provided to the Chapter Treasurer.

Proof of insurance:

All contractors shall provide proof of liability insurance with a minimum of \$1,000,000 (one million dollars) coverage.

IRS Form W-9:

All contractors shall provide a form W-9

Pennsylvania State Licensing:

Where the state of Pennsylvania requires a licensing certification, all work will be performed by Pennsylvania State licensed professionals, or their designee, as applicable by law.

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Policy Exceptions:

Incorporated entities shall be excluded from this policy, provided some proof of incorporation is provided to the Chapter Treasurer.

An exception of insurance documentation may be granted in the case of emergency service (water outage, heat outage, electrical outage etc), provided proof of insurance is provided to the Chapter Treasurer before final payment is made to the contractor.

Contractors volunteering their personal time, submitting no invoice for either labor or materials, are excepted from the W-9 and insurance documentation requirements, they are covered under The Chapter's volunteer liability insurance. These contractors are still required to be licensed, if doing work licensable in the state of Pennsylvania.

Ramifications of non-collections to The Chapter:

If we do not collect a W-9, The Chapter is liable for the tax burden of payments made to contractors.

If we do not collect Insurance Certificates or if contractors are not licensed in the state of Pennsylvania, our insurance carrier may not cover claims arising from damages caused by these contractors.

Enforcement:

This policy shall be made clear to, and acknowledged by, any contractor during the bidding process, in writing. All contractors shall be provided with a copy of this policy upon request.

Should the contractor fail to provide the required documentation (see exceptions above), payment for services shall be withheld until the documentation is provided.

Should insurance documentation not be provided in advance (see above exception), the contractor will not be permitted to perform work on Chapter grounds.

End of document