

Sand Materials & Aggregate Sales, Inc.



A MBE/DBE/WBE/SBE Company
17524 Sierra Hwy
Santa Clarita, CA 91351



To Current and Prospective Contracted Trucking Haulers:

In order for the Company to engage single truck and multiple truck companies for hauling and transportation services, each trucking entity must verify that it is a lawfully established business entity before we will broker their services.

Thus, it is necessary for us to have on file the correct paperwork showing that you are organized as a business entity under the laws of California (e.g., sole proprietor, LP, LLC, or corporation). Every company we engage for hauling and transportation will need to provide us with their “Employer Identification Number” (EIN) from the IRS. You may not submit a Social Security Number instead and must obtain an EIN for your business entity that contracts with us. All payments under the Company’s contract with trucking service providers will be paid to the business entity that the Company contracted with and not to any individual owner or employee of that business entity. This will require a bank account to exist in the name of the business entity providing trucking services. If you previously provided your trucking services as an individual, rather than as a business entity, then you will need to register a company with the State, acquire a fictitious business name (if desired), and open a bank account under the entity’s name. The entity name on the bank account must match the name registered to the EIN in order for payment to be properly processed.

If you do not have a business entity, EIN, and/or bank account set up, please take care of these steps **immediately**. We will not re-issue any checks in a different name to satisfy a bank or other institution on account of a failure to follow the above steps, so make sure the account name matches the IRS’s EIN documentation for the business entity. Please follow the guidelines below as applicable to the particular type of business entity being established.

Sole Proprietorship

If you have not turned in copies of the documents listed below you will need to do so immediately:

- Fictitious business statement

(con't next page)

- Updated W-9
- IRS employee identification number (EIN) confirmation letter

Limited Liability Corporation (LLC)

If you have not turned in copies of the documents listed below you will need to do so immediately:

- Articles of Organization LLC California
- Updated W-9 if any changes were made
- IRS employee identification number (EIN) confirmation letter

Corporation (Inc.)

If you have not turned in copies of the documents listed below you will need to do so immediately:

- Articles of Incorporation (First page) - This is not the same as the Statement of Incorporation
- IRS employee identification number confirmation letter

If you do not have your IRS employee identification number confirmation letter, please call 1-800-829-4933 and request a 147c letter when you speak with an agent on the phone. Their hours are 7am to 7pm.

If you are an LLC or corporation and need a copy of your articles of organization (LLC California)/articles of incorporation (corporation) you can go to this web address <https://bpd.cdn.sos.ca.gov/pdf/be-records-rnquests.pdf>. The California Secretary of State's office phone number is 916-657-5448 and their hours are Monday – Friday, 8am-5pm and are closed on holidays. If your business entity is registered in any other state, please check the appropriate state agency's website to determine how you can get a copy of your registration documents.

We appreciate your prompt attention to this matter.

Sincerely,

Janis Pusic, President