



Subcontractor Onboarding Form

A Subcontractor works alongside Project One serving our Client (landlord over property) and is paid by Project One.

Contact Name	
Company Name	
Address	
City	
State / Zip	
Phone	
Fax	
Email	
Website	

Documents Needed:

1. Documents the Subcontractor needs from Project One:
 - Welcome Paperwork
 - COI Example
 - W9 Forms
 - City Sheet for Subcontractor's State
 - ACH Direct Deposit Form
 2. Documents Project One needs from the Subcontractor:
 - Legal: COI, WC or WC Self Performer Statement, W9
 - Necessary: NDA, Questionnaire, City Sheet
 - Payment: Signed Work Order Payment Terms, ACH Direct Deposit Form
- Note: A Subcontractor "does not" need:
our COI (i.e. our insurance), our W9, or a Credit Application filled/signed