

## PREQUALIFICATION INSTRUCTIONS AND CHECKLIST

Included in March's Subcontractor Prequalification Package are the following documents:

1. Subcontractor Annual Prequalification Form – 2024
2. Insurance Requirements and Samples
3. W-9 Form

Please be sure to complete the prequalification form **in its entirety** and forward your complete package, **including all supporting documents listed on the below checklist**, to Dana Monello at [danam@marchassociates.com](mailto:danam@marchassociates.com). If you have any questions, please reach out to Dana directly.

### **DID YOU INCLUDE:**

- Completed and signed** Subcontractor Annual Prequalification Form
- Certificates of Insurance (COI) – NJ and NY (if applicable) (see samples)
- ALL ENDORSEMENTS listed on Insurance Requirements Document**
- W-9
- Business Tax Registration Certificate from all states you are registered in.