



CARRIER & BROKER SETUP REQUIREMENTS

CARRIERS:

1. SIGNED CARRIER CONTRACT

- USDOT/MC Authority entered where indicated
- Dated correctly
- Carrier information is filled out
- Signatures by both parties
- Edits initialed by both parties (and supporting approval)
- Information around signatures is filled out
- Exhibits included
- **ONE COHESIVE DOCUMENT**

2. W-9

- Must be signed, legible and less than 2 years-old
- If it has a social security number, there must be an individual on the W-9 and not just a business name
- Canadian entities should provide a W-8 or reference a GST# in some fashion

3. INSURANCE CERTIFICATE

- **General Liability**- USD \$1M with **Additional Insured and Waiver of Subrogation**
- **Auto Liability**- USD \$1M with **Additional Insured and Waiver of Subrogation**
 - i. Canadian carriers do not need any endorsements on Auto
- **Cargo**- USD \$100K
 - i. Any deductible over \$5K must be approved
- **Workers Comp** (or notice of exemption)
 - i. Exemption statement must include the reason they are exempt
- **Cyber Liability**- USD \$5M
- **Professional Liability**- USD \$1M
- **Certificate Holder**- **Forest City Trading Group, LLC & its Subsidiaries**
- **ALL CERTIFICATES MUST COME FROM THE INSURANCE PRODUCER**

4. CARRIER SETUP SHEET

- If the remit-to is a factoring company, a signed Notice of Assignment (NOA) is required

5. CARRIER INSURANCE INFO SHEET

- Exclusions and deductible should be accurate

6. PROOF OF USDOT/MC AUTHORITY

7. SAFER SNAPSHOT



BROKERS:

1. SIGNED BROKER CONTRACT

- USDOT/MC Authority entered where indicated
- Dated correctly
- Broker information is filled out
- Signatures by both parties
- Edits initialed by both parties (and supporting approval)
- Information around signatures is filled out
- Exhibits included
- **ONE COHESIVE DOCUMENT**

2. W-9

- Must be signed, legible and less than 2 years-old
- If it has a social security number, there must be an individual on the W-9 and not just a business name
- Canadian entities should provide a W-8 or reference a GST# in some fashion

3. INSURANCE CERTIFICATE

- **General Liability**- USD \$1M **with Additional Insured and Waiver of Subrogation**
- **Contingent Auto Liability**- USD \$1M **with Additional Insured and Waiver of Subrogation**
 - i. Canadian Brokers do not need any endorsements on Auto
- **Contingent Cargo**- USD \$100K
 - i. Any deductible over \$5K must be approved
- **Workers Comp** (or notice of exemption)
 - i. Exemption statement must include the reason they are exempt
- **Cyber Liability**- USD \$5M
- **Professional Liability**- USD \$1M
- **Certificate Holder**- Forest City Trading Group, LLC & its Subsidiaries
- **ALL CERTIFICATES MUST COME FROM THE INSURANCE PRODUCER**

4. BROKER SETUP SHEET

- If the remit-to is a factoring company, a signed Notice of Assignment (NOA) is required

5. BROKER INSURANCE INFO SHEET

- Exclusions and deductible should be accurate

6. PROOF OF USDOT/MC AUTHORITY

7. SAFER SNAPSHOT

8. COPY/PROOF OF BROKER BOND