**Onboarding Vendor Doc’s**

* W9 (signed and dated)
* Signed contract
* COI – (3)
* \*Auto – 2 Million,
* \*General liability – 1 million,
* \*Workers comp – 1 million
* Health inspection report
* Business license
* Contact information –
* Contact Name
* Remit to address
* Phone number
* Email address
* For setting up ACH, these are documents needed
* \*Vendors banking information on their letterhead (vendor to provide)