



# CHP Energy Solutions Contracting

Community Housing Partners

448 Depot St NE • Christiansburg, VA 24073

Phone (540) 446-0650

## Subcontractor Information Form

Date: \_\_\_\_\_

Please print or type clearly:

Name (as it appears on your tax return): \_\_\_\_\_

Business Name (if different from above): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email (Required): \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ OR Social Security #: \_\_\_\_\_

### United States Small Business Administration (SBA) Tracking

Is your business a woman-owned small business?  Yes  No

Is your business a minority-owned small business?  Yes  No

If 1 or 2 above is yes, is the business registered with the U.S. Small Business Administration?

Yes  No  I don't know

### Payment Instructions:

CHP uses Paymarang, a third-party payment processor, for distribution of all card/ACH and check payments. Paymarang will reach out to you to enroll in electronic payments on your first payment with CHP. Although enrolling to receive electronic payments is not mandatory, CHP highly recommends enrolling in electronic payments for transaction efficiency. Electronic payments are generally 10-15 days faster than a paper check through the mail.

**NOTE:** A current certificate of insurance for **General Liability and Worker's Compensation** must be on file with Community Housing Partners Corporation **before** any work is performed.

### All subcontractors are required to carry General Liability insurance

Construction/rehab (including electricians and plumbers) must carry a minimum of \$1,000,000 General Liability policy with Community Housing Partners Corp named as an Additional Insured.

**All certificates of insurance MUST name Community Housing Partners as the Certificate Holder**