

## Corp-to-Corp Required Documents

- 1.) **Articles of Incorporation** – Every new corporate entity is provided with an original copy of the business Articles of Incorporation. CTC requires a copy of the summary page that includes the Company Tax ID #.
- 2.) **General Liability Insurance Policy** – The policy must have a minimum coverage amount of \$1,000,000 per occurrence. CTC will need to be provided with the Policy Summary page that shows the limits of liability values.
- 3.) **Professional Liability Insurance Policy** - The policy must have a minimum coverage amount of \$1,000,000 per occurrence. CTC will need to be written into the policy page as an additional insured and that specific page will need to be submitted.
- 4.) **Worker's Compensation Insurance Policy** – All Corp entities must have a worker's compensation policy plan in place regardless of the company size. CTC will need a copy that shows the policy effective dates and summary.
- 5.) **A signed copy of our Subcontractor Services Agreement** – All Corp entities will be provided with a Subcontractor Services Agreement which must be reviewed, signed and returned to CTC at least 3 days prior to an assignment start date.