



12 Western Avenue | Pittsburgh, PA 15202-1708
Phone: 412-761-7073 | Fax: 412-761-8227

www.johnstonltd.com | info@johnstonltd.com

Attn.:

I am writing to request a current Certificate of Insurance with an "A" rated carrier or better that includes the following information:

1. **K.J. Johnston, Ltd. as named certificate holder and as additional insured.** *(Please include this information under special provisions located on the front of the certificate)*
2. General Liability
3. Automobile Liability
4. Excess Liability
5. Workers Compensation
6. Medical Insurance for Sole Proprietor (if applicable)

Please forward this certificate to my attention at your earliest convenience as payment of your invoices may be delayed until received.

Also, please complete and return the attached W-9 form to us. Federal tax law requires us to issue a 1099 form for payments made each year to any unincorporated entity that receives more than \$600 in a calendar year from K.J. Johnston, Ltd. Therefore, if we do not have the information federally required for our records, we will be obligated to comply with federal requirements to withhold 28 percent from future payments to you.

Thank you for your prompt attention. If you should have any questions, please do not hesitate to call.

Sincerely,

Keith Johnston
K.J. Johnston, Ltd..