



## Trucking Check List and Guidelines

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**Please complete, return items where needed:**

- \_\_\_\_\_ Submit Current Certificate of Insurance listing IGE as additional insured.
  
- \_\_\_\_\_ Submit proof of Alcohol and Drug Policy, if applicable.
  
- \_\_\_\_\_ Please fill out and return W-9
  
- \_\_\_\_\_ Register at DOT CRCS site, if applicable. <http://app.mylcm.com/wisdot/>  
Contact Tess Mulrooney (DOT) with questions at 608-267-4489
  
- \_\_\_\_\_ Submit proof of safety programs, if applicable
  
- \_\_\_\_\_ Sign and return acknowledgement of form FHWA 1273

**Other Important Notes:**

- Weekly certified payrolls need to be submitted to ensure payments are processed to trucking companies if hauling on a DOT project.
- Please use IGE Project Number on all paperwork.
- Please bill one invoice per week.

