

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Kenyatte Patrick Odums</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
2 Business name/disregarded entity name, if different from above <b>KOF Contracting</b>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions. <b>91050 W. Parkway St</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Detroit, MI 48239</b>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
3	8	0	-	8	0	-	0	1	9	9
or										
Employer identification number										
8	7	-	3	4	2	9	1	9	5	

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ▶

**Kenyatte Odums**

Date ▶

**12/16/2024**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

## DIRECT DEPOSIT REQUEST FORM

Please Complete this form clearly, print and sign.

Driver's Name

KOF Contracting → Kenyatte Patrick Odons

Routing Number

072000096

Account Number

185 360 7776

Please circle one

CHECKING

SAVING

I Authorize Royal and BRZ to automatically deposit my paycheck into account listed above.

Driver Signature

Date

Kenyatte Odons

12/16/2021

# ELD TEST

NAME:

Kenny Dobson

DATE:

12-16-24

1) How long should the Pre-Trip Inspection take per our company policy)?

- A) 5 minutes
- ☒ B) At least 15-30 Minutes
- C) No need to do Pre-Trip inspection

2) Time spent sleeping in a hotel, taking a break, meal, or shower must be recorded as:

- ☒ A) OFF DUTY
- B) ON DUTY
- C) SLEEPER
- D) PERSONAL CONVEYANCE

3) Personal Conveyance can be used when the driver doesn't have enough hours in their shift and needs to get closer to a truck stop or rest area?

- A) True
- ☒ B) False

4) Fuel Stops must be logged in as:

- ☒ A) ON DUTY
- B) OFF DUTY
- C) PERSONAL CONVEYANCE (PC)

5) How many hours in a 14-hour shift are you allowed to drive?

- A) 10 Hours
- ☒ B) 11 Hours
- C) 14 Hours

6) How many hours does the driver need to rest to gain his/her 70 hours back?

- ☒ A) 34 Hour
- B) 32 Hours
- C) 10 Hours

7) If you switch trucks, are you required to do another Pre-Inspection?

- ☒ A) Yes, because it is a different truck
- B) No, it is not necessary

8) When must you certify your logbook?

- A) At the beginning of the shift
- ☒ B) At the end of the shift
- C) It is not necessary to certify

9) If you DO NOT have a load in your trailer, what Remark is Mandatory to be entered as Shipping ID? Please write down your answer below.

empty

10) How many hours will you have in your 8 days cycle? (7days and a current cycle)

- ☒ A) 70 Hours
- B) 60 Hours
- C) 65 Hours

11) When doing a reset are you allowed to move the truck even if it's for 5 minutes?

- A) Yes
- ☒ B) No, because you will lose your reset

12) When the driver is on their break, are you allowed to pump Fuel?

- A) Yes
- ☒ B) No

13) What status must you choose when you go for a pickup or delivery, and for how long?

drive? - PC?

14) What will your status be when you're putting FUEL and it's Mandatory to enter a Remark? Write your answer below.

on duty fuel

15) When you have a 30-minute warning to stop the vehicle and are stuck in traffic can you ask for PC?

- ☒ A) Yes
- B) No

16) When you get stopped by DOT, what status should you change to? And, what will be your Remark? Write your answers below.

on duty - inspection

17) When you begin your shift, what notes must be checked that were entered in the logbook before you can start driving?

- A) Truck Number
- B) Trailer Number
- C) Shipping ID
- ☒ D) All the above

### **FOR TEAM DRIVERS ONLY!**

18) When you are done with your shift and your co-driver is ready to start, what shift do you need to go on?

- A) Sleeper
- ☒ B) Off Duty
- C) On Duty

19) When you are driving as a Team, only one driver needs to do a Pre-trip inspection?

- ☒ A) True
- B) False

# BASIC ORIENTATION TEST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

1.) Which of the following is the most **IMPORTANT** reason to do a Pre-Trip Inspection?

- A) Because other drivers do it
- B) To make sure the vehicle will reach its destination
- ☒ C) Safety for yourself and others on the road
- D) None of the above

2.) It's important to think ahead. What item will you need while on the road?

- ☒ A) A GPS
- B) A Sun Visor
- C) A Stove
- D) A Phone Book

3.) If something happens to your truck, what could be handy to have with you, especially in the dark?

- A) A blanket
- B) A phone charger
- ☒ C) A flashlight
- D) A flare

4.) What are the blind spots of your truck?

- A) Behind the truck
- B) In front of the truck
- C) On the side of the truck
- ☒ D) All of the above

5.) Sometimes you can't predict the elements, what can happen to a truck in bad weather?

- A) The windshield can make things invisible
- B) The tires can become bald
- ☒ C) It can jackknife
- D) Nothing

6.) Your truck can be your home for a short period of time. What is one way that you can make your truck a little more comfortable for yourself?

- ☒ A) Keep it clean
- B) Install a recliner
- C) Bring a television
- D) Get seat warmers

7.) What is one thing to be prepared for when becoming a truck driver?

- A) Long hours
- B) Waiting on others
- C) Traffic
- ☒ D) All of the above

8.) You need to have many skills as a trucker. Which of these skills are very important while on the job?

- A) Quick to react
- B) Teamwork
- ☒ C) Performance skills
- ☒ D) Communication skills

9.) Which of these are the right companies to stop and put fuel?

- A) Loves and Pilot
- B) Flying J and Petro
- ☒ C) Pilot and flying J
- D) Petro y Loves

10.) What is the total allowable weight of ALL axles?

- A) 12,000
- B) 34,000
- ☒ C) 80,000
- D) All of the above

11.) What can the tandem cause if you move it forward?

- A) Can remove the weight from the steering wheel
- B) Can remove the weight of the axle from the driver to the trailer
- C) Can put more weight on the driver shafts
- ☒ D) Can put more weight on the trailer tandems

12.) What should you do in case of an accident?

- ☒ A) Take as many pictures as possible, and contact the Safety Department immediately
- B) Request roadside assistance
- C) Call the company's insurance
- D) All of the above

13.) How much should you slow down when driving in snow? (To avoid accidents)

- A) 1/3
- B) 1/2
- ☒ C) 1/5
- ☒ D) 1/4

14.) What are the correct dimensions for the trailer of this and other companies?

- A) 14'6
- B) 13'
- ☒ C) 13'6
- D) 14

15.) While driving or resting, but during working hours is it allowed to consume alcoholic beverages inside or outside the cabin?

- ☒ A) No, it is not allowed
- B) You can consume outside only
- C) Yes, but only if you're position is Out of Service
- D) All of the above

16.) How much time is **REQUIRED** to inform the company that you're going on home-time?

- ☒ A) Once week
- B) Two weeks
- C) Not necessary
- D) All of the above

17.) How much time is **REQUIRED** to inform the company that you wish to resign?

- ☒ A) A One week notice
- B) Two week notice
- C) Not necessary
- D) One month notice

### ROADSIDE CLEAN INSPECTION REWARDS POLICY

To encourage and recognize the good safety performance, effective **Date 01/01/2024**, BRZ inc will reward all drivers whose inspection report results on **NO VIOLATIONS DISCOVERED**.

**NO VIOLATIONS DISCOVERED MEANS:**

1. NO VIOLATIONS.
2. NO WARNINGS.
3. NO TICKETS.
4. NO ACCIDENTS.

**JUST BECAUSE YOU GET A WARNING DOES NOT MEAN IT IS A CLEAN INSPECTION. THERE CAN BE NO VIOLATIONS ON THE INSPECTION REPORT!**

Please take note of the following policies:

1. Level 1 clean inspection - \$400.00
2. Level 2 clean inspection - \$300.00
3. Level 3 clean inspection - \$200.00

1. The Reward and Recognition Policy will acknowledge performance and initiatives at Company, team, and individual levels.
2. Reward methods will be used to align individual performance and corporate objectives.
3. Rewards will be designed to encourage individuals to behave in ways that support the company's values.

To be eligible for the Roadside Clean Inspection Rewards Policy, you must have a result of zero violations reported on the Driver/ Vehicle Inspection Report performed by DOT.

Date: 12/16/24

Safety Manager: Margie McNamee

Driver: Kenya Adams

### ROADSIDE VIOLATION ACCOUNTABILITY POLICY

Effective **Date 01/01/2024**, **BRZ inc** will implement multiple changes to the company policy in order to address Unsafe Driving violations and violations that could have reasonably been detected or prevented through a proper pre-trip and/or post-trip inspection. We believe in clear and straightforward consequences for the benefit of all team members.

Please take note of the following policies:

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- A. First offense: Any driver who receives a violation on a roadside inspection report, the following Schedule of Fines is in effect.**
1. Any violation with a point total of 1 – 5 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$100.00 fine.
  2. Any violation with a point total of 6 – 8 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$250.00 fine.
  3. Any violation with a point total of 9 - 10 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$500.00 fine.
- B. Second offense: First offense: Any driver who receives a violation on a roadside inspection report, the following Schedule of Fines is in effect.**
1. Any violation with a point total of 1 – 5 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$200.00 fine.
  2. Any violation with a point total of 6 – 8 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$500.00 fine.
  3. Any violation with a point total of 9 - 10 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$1000.00 fine.
- C. Third offense: TERMINATION.**

Each step in the corrective action plan listed should be documented and placed in the driver's permanent company file.

If the violation noted on the roadside inspection includes the issuance of a citation by an officer for that offense, the penalties listed above will still apply until the citation has been adjudicated in the appropriate court. If the charge is reduced to a non-moving violation or dismissed and removed from the inspection, the driver will be refunded the amount of the fine. It is the driver's responsibility to ensure the citation is challenged in court and to obtain the appropriate documentation to have the citation removed from the inspection. If the company hires an attorney, the driver is responsible for all legal fees.

FMCSA's SMS Methodology Appendix A is attached to this policy. Review the attachment as necessary to determine the point total associated with each violation.

Date: 12/16/24

Driver: Kenyatta W. Adams  
Safety Manager: Mareja Moncorne