

### **Owner Operator Application Supplement**

Along with the completed application for employment all owner operators and brokers are required to complete the following pages. You must also have to supply Clarke Road Transport with the following documentation in order to obtain licensing for your unit and set you up in our system for payment:

#### **All Owner Operators/Brokers:**

- Copy of lease agreement and schedule of payments  
**OR**
- Copy of bill of sale and proof of payment amount
- Copy of current truck registration
- Copy of most recent inspection certificate
- Photos of your truck
- Void check or Authorization for Automatic Deposit form from your bank
- Proof of Worker's Compensation coverage (or take our NAL coverage-ON/QC only)

#### **If you operate under a business name we require:**

- Copy of your incorporation certificate or business registration
- Copy of your HST number

If you do not operate as a business and if your contract will be in your own name please note that under Revenue Canada rules we are required to issue a T4 in your name.

#### **For Flatbed Owner Operators/Brokers:**

- Please provide your trailer registration and information if you have one

All of these documents can be faxed although email is preferred so that clear copies can be obtained.



**BROKER INFORMATION SHEET**

Unit # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

City Province Postal Code

Business # \_\_\_\_\_ SIN: \_\_\_\_\_

Incorporated Company:  Yes  No

**If you checked "Yes", Incorporated Company name is:**

\_\_\_\_\_

**If you checked "No":**

Company name on personal tax return is:

\_\_\_\_\_

Your name on personal tax return is:

\_\_\_\_\_

\_\_\_\_\_  
Broker Signature

\_\_\_\_\_  
Date



**TRACTOR SPECIFICATONS  
AND  
FINANCIAL INFORMATION**

**TRACTOR:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ VIN: \_\_\_\_\_ Color: \_\_\_\_\_

Engine Type: \_\_\_\_\_ Horsepower: \_\_\_\_\_

Transmission: \_\_\_\_\_ Rear End Ratio: \_\_\_\_\_

Front End Rating: \_\_\_\_\_ Tire Size: \_\_\_\_\_

Rear End Rating: \_\_\_\_\_ Tire Size: \_\_\_\_\_

Wheel Base: \_\_\_\_\_

Fifth Wheel Height: \_\_\_\_\_ Type: \_\_\_\_\_ Slider: \_\_\_\_\_

# of Stacks: \_\_\_\_\_ # of Fuel Tanks: \_\_\_\_\_ # of Gallons: \_\_\_\_\_

Tare Weight (full tanks): \_\_\_\_\_ Actual: \_\_\_\_\_ Estimate: \_\_\_\_\_

Super Single Tires:  Yes  No

**FINANCIAL:**

Company Name: \_\_\_\_\_ Business Number: \_\_\_\_\_

Incorporated:  Yes  No Leased or Purchased: \_\_\_\_\_

All taxes paid:  Yes  No In what province are taxes paid: \_\_\_\_\_

Value of tractor as of December last year: \$ \_\_\_\_\_ Creditor: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Number of payments remaining: \_\_\_\_\_

I will supply a letter of good standing from my creditor for my tractor:  Yes  No

I will provide proof of Worker's Compensation:  Yes  No



## WORKER'S COMPENSATION

### NFLD Brokers

- I would like Clarke to cover Worker's Compensation
- I will supply Letter of Clearance

### NS Brokers

- I will apply for a personal account
- I will apply for a business account
- I will supply a Letter of Clearance

### NB Brokers

- I would like Clarke to cover Worker's Compensation (**under 3 employees**)
- I will supply a Letter of Clearance (**over 3 employees**)

### ONT Brokers

- I will supply a Letter of Clearance
- I will join Clarke's NAL Group Plan

### PEI Brokers

- I will supply a Letter of Clearance
- I will supply confirmation of a Group Plan

### QUEBEC Brokers

- I will supply a letter of clearance
- I will join Clarke's NAL Group Plan

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Name (Please Print)

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Date

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Signature



**TO: All US/Canada Owner Operators**

**US Heavy Vehicle Use Tax (HVUT)**

The US Internal Revenue Service requires that all vehicles registered through the International Registration Plan (IRP) must pay Heavy Use tax to the United States.

The tax applies to all vehicles with a gross vehicle weight (GVW) in excess of 55,000 lbs (25,000 kgs) that travel more than 5,000 miles (8,000 kms) per year.

The tax is paid each year for the period of July 1 to June 30 of the following year. Canadian based units registered over 75,000 pounds pay \$550.00 US per unit/year. The tax can be prorated for the 12 month period (ie: new unit starts in December then the tax due calculated at  $\$550/12 = \$45.82$  US/month for 7 months (December to June) for a total of \$320.81 US.

**HVUT for all new Brokers and Owner Operators**

Options:

- 1) I will provide proof HVUT was paid: \_\_\_\_\_
- 2) Please pay and deduct at \$50.00/pay until paid: \_\_\_\_\_

**Agreement and Acknowledgement Receipt**

I have read and understand the above and agree to the option I have selected. I further agree that I must have this in place within 30 days. If I do not supply proof of payment within the 30 days I authorize Clarke Road Transport to pay on my behalf and deduct from my statements.

\_\_\_\_\_  
Independent Contractor or Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Clarke Road Transport Representative

**POWER OF ATTORNEY / PLATING AUTHORIZATION**

I, \_\_\_\_\_, hereby authorize Chris Stortts of Clarke Road Transport to attach Nova Scotia plates to the below-mentioned tractor.

This Power of Attorney and Plating Authorization extends only to the Nova Scotia registration and licensing of the vehicle and I will, at all times, retain title to said vehicle.

Duplicate documents may be obtained if required.

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

VIN: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Specimen Signature: \_\_\_\_\_

Christine Stortts