

April 19, 2012

Dear Subcontractor,

A primary subject of audit in the current business climate is the documented authorization of persons to work in the United States, as well as the proper employment status of such persons, whether employee or subcontractor.

As a General Contractor, KBE Building Corporation is requested to verify that its subcontractors are complying with various employment responsibilities. Accordingly, as a condition of doing business with KBE, please furnish properly completed I-9 and W-4 forms for all individuals now or at any future time performing services for you on KBE's job site.

Please be advised that KBE reserves the right to audit your compliance with legal requirements at any time.

Using the KBE Subcontractor Resource Center (<http://portal.kbebuilding.com>), upload an I-9, W-4, and photo for each employee. If you need access to the Resource Center, send a request to [portalhelp@kbebuilding.com](mailto:portalhelp@kbebuilding.com). Once you log in, look for the "I-9/Worker Docs" link. There is a tutorial available that will show you how to upload your documents. Please black out the first 5 digits of the employee's social security number on the documents. All photos must be in jpg or gif format. If an I-9 or W-4 is incorrect or missing information, you will receive an email notifying you of the error/omission with a request for resubmission. The affected employee will not be eligible to work on a KBE project until all above documents are uploaded and approved by the Badging Dept. Once your employee's documents have been approved, his/her name will be marked "Approved" for badging at each applicable KBE project site. You are urged to view the list of current approved employees for your company by logging on to KBE's subcontractor portal prior to sending an employee to a job site. If you have a question please email [BADGES@kbebuilding.com](mailto:BADGES@kbebuilding.com).

When your employee reports to a KBE jobsite for the first time, he or she must bring a valid government issued photo ID and report to the KBE Project Superintendent prior to starting work. He/she must show the superintendent the same form of government issued photo I.D. listed on the employee's I-9 Form. The employee will then sign a form verifying employment status. Illegitimate independent contractor status will not be permitted. The superintendent will verify that the employee has been approved and he/she will be issued a "project specific badge". The employee is then permitted to work on site. If the employee does not produce a valid government issued photo ID and/or does not correctly complete the employment verification form, he or she will not be badged and will not be permitted to work. **Temporary or interim badges will not be issued.**

The "project specific badge" is just that, project specific. It cannot be used on any other KBE project. In the event that you have the same employees assigned to multiple KBE projects, the employees must report to the KBE Project Superintendent prior to starting work on each project and follow the procedures listed above. Once an employee is marked as "Approved", he or she can be issued a badge at any applicable KBE job site without needing to resubmit the I-9 and W-4 Forms. Each badge must be returned to the project superintendent when the employee has completed his or her work at that project. If a badged employee is no longer employed by you, you must notify KBE, via email or fax, to remove that person from the Approved List.

Sincerely,  
Tony Mancini and Tony Maselli  
Directors of Field Operations