Use this checklist to ensure you have provided all the appropriate documents for carrier consideration. Retain a copy for your records.

Carrier Name: ________________________________________________________________

Carrier Contact: _____________________________________________________________

Phone: ______________________________________________________________________

Email: ______________________________________________________________________

Carrier Checklist
Please be sure to include the following with your application.

☐ Carrier Profile Form (Included in this packet)

☐ W-9 Form

☐ Copy of your Operating Authority (including any re-entitlements)

☐ Copy of your Satisfactory Safety letter from the DOT

☐ Certificates of Insurance
  - Automotive
  - Cargo
  - Workman Comp

Please Submit to:

ATTN: CARRIER QUALIFICATIONS

Fax: 866.602.3002

U.S. Mail:
PO BOX 45214
Omaha, NE 68145-0214

Email: carrierqualification@werner.com

Phone: 866.655.6460

Date Sent: __________________________

Sent Via: (Check One)

Fax ☐ U.S. Mail ☐ Email ☐
Please fax, mail or email the following documents.
Fax: 866.602.3002     carrierqualification@werner.com

- Carrier Profile Form (please complete everything that applies)
- Copy of your Operating Authority (including any re-entitlements)
- W-9
- Copy of your Satisfactory Safety Rating letter from the DOT
- Sample copy of your insurance, including the following:
  - Auto Liability - $1,000,000
  - Cargo - $100,000
  - Workers’ Compensation or Occupational Accident - If carrier does not have WC or OA, they must have all Owner Operators to be approved

All amounts must be in US Dollars; however, if carrier is Canadian, amounts should be doubled for auto and cargo and at least $20,000 for Trailer Interchange insurance.

As Information:
- Your insurer’s AM Best rating must meet our requirements of BV or higher.
- Insurance company must provide 30 days written notice of change or cancellation of policy.
- If you utilize Owner Operators, you must also cover these individuals, as well as sub-contractors, agents or employees utilized in performing services for Werner Enterprises, Inc.

Carriers who cross borders
- Copy of their C-TPAT Certification including SVI number
- Additional information and documentation may be required based on the services offered by the provider.

Once the above documents are received by Werner Enterprises’ Carrier Qualification team, they will send you the following:

A cover letter giving instructions for returning the following documents - which will be enclosed.

- Werner Enterprises Broker Carrier Agreement (must return all 7 pages)
- Owner Operator Letter (if applicable)
- Non Rated Questionnaire (if applicable)
- Funds Transfer Authorization Form (optional)
- Trailer Interchange Agreement (if applicable)

For your files:
Werner information including our Broker Authority, Insurance, Credit References and Surety Bond

Once completed and signed, please return via fax or email to the Werner Enterprises’ Carrier Qualification Team:
Fax: 866.602.3002     carrierqualification@werner.com

Our Compliance Team will then review all documents and if everything is complete and compliant, you will receive a copy of the executed agreement for your files along with a welcome letter.

Please feel free to call or email Werner Enterprises’ Carrier Qualification Team at any time during this process with questions or concerns. We are here to help you join our alliance carrier team.
Phone: 866.655.6460     carrierqualification@werner.com