

AFFILIATE APPLICATION

S & G LIMOUSINE OF NEW YORK

S&G LIMOUSINES OF NEW YORK | OFFICE (516) 223-5555 | FAX (516) 688-3914 | WEBSITE www.SANDGLIMO.com



S&G
LIMOUSINE
24 HOUR LIMO & TOWN CAR SERVICE
Nationwide - 866 592 0398
Nassau County - 516 223 5555
Suffolk County - 631 886 5555



YOUR CAR IS WAITING



AFFILIATE APPLICATION

COMPANY INFORMATION

Name of Company:

Phone Number:

Toll Free Number:

Fax Number:

Mailing Address:

Suite Number:

City:

State:

Zip Code:

Website:

Email Address:

Contact Person:

Years in Business:

TITLE

NAME

PHONE

EMAIL

Owner/President:

General Manager:

Operations Manager:

Dispatch Manager:

Affiliate Manager:

Reservations:

Billing:



QUESTIONNAIRE

Which Airports do you service? (Please include private airports)

AIRPORT NAME	CODE	INSTRUCTIONS	DISTANCE
---------------------	-------------	---------------------	-----------------

1:

2:

3:

4:

5:

Do you have a meet and greet service?	YES	NO
---------------------------------------	-----	----

If yes, is there a fee?	YES	NO
-------------------------	-----	----

 If fee, how much?

Do you track arriving flights?	YES	NO
--------------------------------	-----	----

 If yes, how?

Please explain your terms and conditions for no-show, late-cancel, modifications, & wait-time policy.

Be as detailed as possible, and include link to website verbiage if available.



EMPLOYEE INFORMATION

How many staff members does your company have in each department?

Reservationists:	Dispatchers:	Accounting:
Marketing:	Maintenance:	Corporate:
Other:	Total number of staff:	

How many of the drivers are:

Employees:	Independent Contractors:
Owner Operators:	Total number of drivers:

Describe your driver's attire:

Are drivers drug tested before hiring?	YES	NO
Are drivers randomly drug tested during employment?	YES	NO
Are driver's abstracts checked before employment?	YES	NO
Are driver's abstracts checked yearly?	YES	NO
Is a copy of the driver's abstract kept in employee's file?	YES	NO
Is a driver's background checked before hiring?	YES	NO

What are driver abstract requirements?

Please describe your company's initial Driver Training:

Defensiver Driver Course?	YES	NO	Course Name?
Customer Service Course?	YES	NO	
Map Test / Route Course?	YES	NO	
On-the-Road Course?	YES	NO	Course Name?
Annual Refresher Driver Training?	YES	NO	

Please describe training:

Are records maintained in Employee's file?	YES	NO
--	-----	----



CUSTOMER INFORMATION

What is your customer base (in percentage of sales)?

Corporate Traveler:
 Groups (events):

Leisure Traveler:
 Shared Rides:

Accounting:

Is there a trip voucher in the vehicles that the customer is required to sign? YES NO

Is gratuity included in the bill? YES NO

Do your drivers accept gratuities? YES NO

On average, how many rides does your company complete daily?

Airport Transfer:

As Directed:

Other:

CUSTOMER FOLLOW-UP

Does your company track your service quality? YES NO

Please describe major service issues:

SERVICES TO CUSTOMERS:

Are beverages provided in the vehicles?

Sedans?	YES	NO	Limousines?	YES	NO
Vans?	YES	NO	Mini Buses?	YES	NO
Other?	YES	NO			

Do you provide newspapers/magazines in the vehicles? YES NO

If yes, what kinds?

Is wi-fi available? YES NO



REFERRALS & REFERENCES

Do you currently refer rides outside of your market? YES NO
In which cities?
In which counties?
With which companies?

Are you currently affiliated with any networks? YES NO
Please list network affiliations:

CUSTOMER REFERENCES

Please provide two references from clients:

Reference #1:

Company Name: Contact Person:
Phone: Email:

Reference #2:

Company Name: Contact Person:
Phone: Email:

CREDIT CARD AUTHORIZATION:

Payment Information

Credit Card Number:

Expiration Date: Security Code:

Name on Card:

Billing Address:

City: State: Zip Code:

Card Holder's Phone Number:

Card Holder's Signature:

AFFILIATE QUALITY STANDARDS REQUIREMENTS

ALL S&G LIMOUSINE AFFILIATES MUST AGREE TO THE FOLLOWING:

- + Affiliate is required to maintain 24/7 dispatch coverage for all reservations.
- + Affiliate must provide S&G Limousines with emergency contact phone numbers that can be contacted, in case Delux Transportation team cannot contact Affiliate in the event of an emergency.
- + Affiliate will train all chauffeurs on the S&G Limousines procedures.
- + Affiliate must provide S&G Limousines with an account manager.
- + Affiliate must comply with rated vehicle capacities.
- + Affiliate must track and update flight arrival times on all S&G Limousines trips
- + Affiliate must notify S&G Limousines in the event of any Delux customer complaints involving the move.
- + Affiliate must notify S&G Limousines in the event a vehicle is involved in any accident or any other instance that the vehicle requires towing, resulting in delaying the passenger.
- + Affiliate must report to S&G Limousines in the event that the vehicle cannot arrive on location at the arrival time.
- + Affiliate must immediately report any service issues to S&G Limousines that would prevent service to the passenger (including, but not limited to: mechanical failures, road closures, double bookings, etc.)
- + Affiliate must notify S&G Limousines, with an ample amount of notice, of any special event that would limit vehicle availability, and/or change rates during the event period.
- + Affiliate is to get approval from S&G Limousines before releasing a vehicle, if no contact was made with the passenger.
- + Affiliate must contact S&G Limousines for approval if the passenger wishes to change or add an additional service (if requiring additional charges) other than what was scheduled. This includes if waiting time is added.

AFFILIATE REQUIREMENTS CONTINUED

ALL S&G LIMOUSINE AFFILIATES MUST AGREE TO THE FOLLOWING:

- + Affiliate is to ensure that chauffeurs are properly licensed by the appropriate State DMV and local operation authorities.
- + Affiliate is to review chauffeur Motor Vehicle Reports (MVRs) of driver history and driver license status.
- + Affiliate drivers are to represent themselves as an addition of S&G Limousines.
- + Drivers are not to promote themselves or their primary transportation company.
- + Drivers must be clean and well-groomed.
- + Affiliate drivers are to be dressed in a black suit, white dress shirt, ties, and black dress shoes.
- + Drivers will not smoke or eat in the presence of the customer.
- + Affiliates are to make sure drivers carry a cell phone and/or a 2-way radio communication with dispatch.
- + Affiliates are to ensure drivers do not solicit gratuities from customers.
- + Affiliates are to provide S&G Limousines customers with current model, and impeccably clean vehicles requested by our customers.
- + Affiliates are to ensure vehicles are non-smoking for all S&G Limousines trips (unless requested differently by customers).
- + Drivers are to be on pick-location 15 minutes prior to scheduled time.
- + *S&G Limousines appreciates your company for assigning your best driver to provide the ultimate care for our clients! The S&G team promises to do the same for your company.

By signing you agree to the above requirements:

Applicant Signature:

Date:

Printed Name:

Title:

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	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>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> </tr> </table>					-			-				
				-			-					
or												
Employer identification number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> </tr> </table>					-							
				-								

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



S&G LIMOUSINE

24 HOUR LIMO & TOWN CAR SERVICE

Nationwide - 866 592 0398
Nassau County - 516 223 5555
Suffolk County - 631 886 5555





**S&G LIMOUSINE
OF NEW YORK**

778 MERRICK ROAD
BALDWIN, NY 11510

Office
(516) 223-5555

Fax
(516) 688-3914

Website
SANDGLIMO.com

“Your Car is Waiting”