

**Customer Information**

Requested by: ACCOUNTS RECEIVABLE at ObservePoint, Inc.

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1. Company Name**2. Accounts Payable Contact**

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2.1 Name

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2.2 Email

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2.3 Phone

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2.4 Accounts Payable Department Email**3. Bill To Address**

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3.1 Company Name (**Exactly as it needs to appear on invoice**)

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3.2 **BILL TO** Address (Line 1)

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3.3 **BILL TO** Address (Line 2)

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3.3 **BILL TO** Address (City, State, Zip/Postal Code, Country)**4. Ship To Address**

(For calculating Sales and Use Tax on your invoice)

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4.1 Company Name (**Exactly as it needs to appear on invoice**)

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4.2 **SHIP TO** Address (Line 1)

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4.3 **SHIP TO** Address (Line 2)

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4.4 **SHIP TO** Address (City, State, Zip/Postal Code, Country)**5. Taxation**5.1 **United States:** Is your company tax exempt? Yes  No

5.2 Please email Tax Exemption Certificate to AR@observepoint.com, SUBJECT: Tax exemption for "Name of your company"

5.3 **International:** Do you require a Form 6166 "Certification of US Tax Residency" from ObservePoint? Yes  No5.4 If answer is **yes in 5.3**, where do we send this form?**6. Invoice Submission**

6.1 Do you require a Purchase Order be referenced?

 Yes  No6.2 Please provide PO Number and email a copy of the PO to AR@observepoint.com, **SUBJECT: PO for "Name of your company"**

6.3 Do you require ObservePoint, Inc. to submit an invoice through a billing or procurement portal?

 Yes  No

6.4 Which Procurement Platform should we use (Ariba, Coupa, Company Specific)?

6.5 Please provide a link to the portal

6.6 Please provide your ID number if using a platform such as Ariba

6.7 If Applicable, you may invite us to transact through registered portals at AR@observepoint.com

6.8 Please note any special billing requirements

**7. Information Provided By**

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7.1 Form Completed By

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7.2 Title

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7.3 Date

**Company Name:** ObservePoint, Inc.

**Address (Physical):**

2100 W Pleasant Grove Blvd,  
Suite 300  
Pleasant Grove, UT 84062  
USA

**Phone:** 1.801.717.9361

**ACCOUNT RECEIVABLE INFORMATION:**

**Billing Contact:** Jade Thigpen

**Email:** [ar@observepoint.com](mailto:ar@observepoint.com)

Please send purchase orders, invoicing requirements, account inquiries, and remittance advice to [ar@observepoint.com](mailto:ar@observepoint.com)

**REMITTANCE INFORMATION:**

**Wire/ACH Remittances (Preferred)**

Silicon Valley Bank  
3003 Tasman Drive  
Santa Clara, CA 95054  
USA

Account Name: ObservePoint, Inc.

Account Number: 3301374261

ABA Routing Number: 121140399

SWIFT Code: SVBKUS6S

**Check Remittance**

ObservePoint, Inc.

Dept: 24419

14005 Live Oak Ave

Irwindale, CA 91706-1300

USA

**OTHER INFO:**

**Goods & Services Provided:** Business Intelligence Software (**NAICS 513210; SIC 7372**)

**Company Registration Number:** US EIN 37-1777841

**VAT:** n/a



Jade Thigpen | September 21, 2023

Accounts Receivable Specialist

# Request for Taxpayer Identification Number and Certification

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

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

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**OBSERVEPOINT, INC**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

**C Corporation**

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**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.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.  
**2100 W PLEASANT GROVE BLVD, STE 300**

**6** City, state, and ZIP code  
**PLEASANT GROVE, UT 84062**

**7** List account number(s) here (optional)

Requester's name and address (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**

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**or**

**Employer identification number**

3	7	-	1	7	7	7	8	4	1
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## 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 ▶  Date ▶ **1 JANUARY 2023**

## 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.*



# Invoice

#INV

2100 Pleasant Grove Blvd  
Suite 300  
Pleasant Grove UT 84062  
United States

Date

Bill To

Ship To

TOTAL

\$

Due Date:

Terms

Due Date

PO #

Quantity

Item

Rate

Amount

**Please remit checks to:**

ObservePoint, Inc.  
Dept 24419  
14005 Live Oak Ave  
Irwindale, CA 91706-1300

FEIN: 37-1777841

Please email tax exemption  
certificates to  
[ar@observepoint.com](mailto:ar@observepoint.com)

**ACH/Wire Instructions**

Silicon Valley Bank  
3003 Tasman Drive  
Santa Clara, CA 95054  
ObservePoint, Inc.  
Account: 3301374261  
ABA/Routing: 121140399  
SWIFT Code: SVBKUS6S

Subtotal

\$

Tax (0%)

Total

\$



INV