



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1422646
Solicitation Description: Addendum 1: Adobe Software Products
Proc Type: Agency Master Agreement

| Solicitation Closes | Solicitation Response | Version |
|---------------------|------------------------------|---------|
| 2024-05-21 14:30 | SR 0803 ESR05202400000007207 | 1 |

VENDOR
 VS0000040752
 ALXTEL INC

Solicitation Number: ARFQ 0803 DOT2400000083
Total Bid: 0
Response Date: 2024-05-20
Response Time: 16:11:20
Comments:

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
 304-414-6859
 dusty.j.smith@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|---------|------------|------------|-----------------------------|
| 1 | Adobe Creative Cloud All Apps - Renewal | 0.00000 | EA | 912.090000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Creative Cloud All Apps - Renewal

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------|---------|------------|------------|-----------------------------|
| 2 | Adobe Acrobat Pro - Renewal | 0.00000 | EA | 157.170000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Acrobat Pro - Renewal

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------|---------|------------|------------|-----------------------------|
| 3 | Adobe Stock - Renewal | 0.00000 | EA | 305.970000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Stock(10 Assets) - Renewal

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|------------------------------|---------|------------|------------|-----------------------------|
| 4 | Adobe Photoshop CC - Renewal | 0.00000 | EA | 399.810000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Photoshop CC - Renewal

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------------|---------|------------|------------|-----------------------------|
| 5 | Adobe Premiere Pro CC - Renewal | 0.00000 | EA | 399.810000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Premiere Pro CC - Renewal

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|---------|------------|------------|-----------------------------|
| 6 | Adobe Creative Cloud All Apps - new license | 0.00000 | EA | 912.090000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Creative Cloud All Apps - new license

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------------|---------|------------|------------|-----------------------------|
| 7 | Adobe Acrobat Pro - new license | 0.00000 | EA | 157.170000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Acrobat Pro - new license

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------|---------|------------|------------|-----------------------------|
| 8 | Adobe Stock - new license | 0.00000 | EA | 305.970000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Stock (10 Assets) - new license

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|----------------------------------|---------|------------|------------|-----------------------------|
| 9 | Adobe Photoshop CC - new license | 0.00000 | EA | 399.810000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Photoshop CC - new license

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------------|---------|------------|------------|-----------------------------|
| 10 | Adobe Premiere Pro CC - new license | 0.00000 | EA | 399.810000 | 0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Commodity Line Comments:

Extended Description:

Adobe Premiere Pro CC - new license



**State of West Virginia
Agency Request for Quote
Highways**

| | |
|---|---|
| Proc Folder: 1422646 | Reason for Modification: Addendum 1 |
| Doc Description: Addendum 1: Adobe Software Products | |
| Proc Type: Agency Master Agreement | |

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|---------------------|-------------------------|---------|
| 2024-05-09 | 2024-05-21 14:30 | ARFQ 0803 DOT2400000083 | 2 |

BID RECEIVING LOCATION

PROCUREMENT DIVISION
DIVISION OF HIGHWAYS
BLDG 6 RM 340A
1900 KANAWHA BLVD E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000040752
Vendor Name : AlxTel, Inc
Address : 8403Colesville Road Suite 1100
Street :
City : Silver Spring
State : Maryland **Country :** United States **Zip :** 20910
Principal Contact : Mohamed Abdelaziz
Vendor Contact Phone: 850-735-4977 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
304-414-6859
dusty.j.smith@wv.gov

Vendor Signature X *Mohamed Abdelaziz* **FEIN#** 261857843 **DATE** 05/20/2024

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum 1 is issued for the following reason:

- 1. To attach vendor questions and the responses

No other changes

| INVOICE TO | | SHIP TO | |
|--|----|--|----|
| DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 | | DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 | |
| CHARLESTON | WV | CHARLESTON | WV |
| US | | US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|---------|------------|------------|-------------|
| 1 | Adobe Creative Cloud All Apps - Renewal | 0.00000 | EA | \$912.09 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
Adobe Creative Cloud All Apps - Renewal

| INVOICE TO | | SHIP TO | |
|--|----|--|----|
| DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 | | DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 | |
| CHARLESTON | WV | CHARLESTON | WV |
| US | | US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-----------------------------|---------|------------|------------|-------------|
| 2 | Adobe Acrobat Pro - Renewal | 0.00000 | EA | \$157.17 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
Adobe Acrobat Pro - Renewal

| INVOICE TO | SHIP TO |
|------------|---------|
|------------|---------|

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-----------------------|---------|------------|------------|-------------|
| 3 | Adobe Stock - Renewal | 0.00000 | EA | \$305.97 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Stock(10 Assets) - Renewal

| INVOICE TO | SHIP TO |
|------------|---------|
|------------|---------|

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|------------------------------|---------|------------|------------|-------------|
| 4 | Adobe Photoshop CC - Renewal | 0.00000 | EA | \$399.81 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Photoshop CC - Renewal

| INVOICE TO | SHIP TO |
|------------|---------|
|------------|---------|

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---------------------------------|---------|------------|------------|-------------|
| 5 | Adobe Premiere Pro CC - Renewal | 0.00000 | EA | \$399.81 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Premiere Pro CC - Renewal

| INVOICE TO | SHIP TO |
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DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|---------|------------|------------|-------------|
| 6 | Adobe Creative Cloud All Apps - new license | 0.00000 | EA | \$912.09 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Creative Cloud All Apps - new license

| INVOICE TO | SHIP TO |
|------------|---------|
|------------|---------|

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---------------------------------|---------|------------|------------|-------------|
| 7 | Adobe Acrobat Pro - new license | 0.00000 | EA | \$157.17 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Acrobat Pro - new license

| INVOICE TO | SHIP TO |
|------------|---------|
|------------|---------|

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---------------------------|---------|------------|------------|-------------|
| 8 | Adobe Stock - new license | 0.00000 | EA | \$305.97 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Stock (10 Assets) - new license

| INVOICE TO | SHIP TO |
|------------|---------|
|------------|---------|

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|----------------------------------|---------|------------|------------|-------------|
| 9 | Adobe Photoshop CC - new license | 0.00000 | EA | \$399.81 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Photoshop CC - new license

| INVOICE TO | SHIP TO |
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DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
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DEPT. OF TRANSPORTATION
 1900 KANAWHA BLVD E,
 BLD. 5 RM-720

CHARLESTON WV
 US

CHARLESTON WV
 US

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------------|---------|------------|------------|-------------|
| 10 | Adobe Premiere Pro CC - new license | 0.00000 | EA | \$399.81 | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43232100 | | | |

Extended Description:
 Adobe Premiere Pro CC - new license

| SCHEDULE OF EVENTS |
|--------------------|
|--------------------|

| <u>Line</u> | <u>Event</u> | <u>Event Date</u> |
|-------------|------------------------------------|-------------------|
| 1 | Technical Questions due by 10:00am | 2024-05-10 |

SOLICITATION NUMBER:
Addendum Number:

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ARFQ DOT24*83 Adobe Software Products

Question 1 – Would you kindly provide your Adobe end user's VIP agreement number for the aforementioned request.

Answer 1 – The VIP number was provided in Specifications 3.1.

Question 2 – What kind of Adobe Stock license are you looking for?

Adobe Stock Small has 10 assets

Adobe Stock Large has 750 assets

Adobe Stock Other has 40 assets

Answer 2 – Adobe Stock - with 10 assets.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

AlxTel, Inc

Company

Mohamed Abdelaziz

Authorized Signature

05/20/2024

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

AlxTel, Inc.



State of West Virginia

Adobe Software Products

ARFQ 0803 DOT2400000083

May 20, 2024

Silver Spring, MD

CONTACT US

240 293 4629

sales@alxtel.com

GET IN TOUCH

[@alxtel](#)

Table Of Contents

| | |
|---|----|
| Executive Summary | 3 |
| Adobe LOA | 9 |
| Quotation | 10 |
| References | 11 |
| Commercial General Liability Insurance Policy | 14 |
| Cyber Security Insurance Policy | 15 |
| W9 | 16 |

Executive Summary

AlxTel Inc. is a Technology Service Provider. Incorporated in 2008, ALXTEL has been providing Digital Transformation and robotics solutions for consumers, businesses, and state, and federal government agencies and has cultivated a track record of success. Headquartered in Silver Spring, Maryland, and two other offices in Lanham, MD, and Chevy Chase, MD we can leverage our company's best assets to support our customers in ways others cannot.

We have no exceptions to the requirements of this RFP, the Contract, addendums, or any other attachments.

Challenges faced - The State of Maryland, like many states, needs to modernize IT, with limited resources and funds to do so. The State must rely on experts to understand the unique challenges of delivering the State of Maryland agencies to the residents of Maryland. The involvement of experts enables the State to focus on the critical functions of meeting its constituency's new and evolving demands and basic operational functions, instead of IT development. These IT tasks include - empowering implementation, delivering secure agility and open standards for DevSecOps, and seamless integration.

Empower - AlxTel Professional Services helps teams to quickly apply and mature the skills needed to adopt modern cloud-native technologies, along with adopting best practices of modern application development processes and practices such as agile, DevSecOps, etc. AlxTel's Cloud Services for Application Under All public and private clouds, AlxTel's site reliability engineers (SREs) deliver expertise in hybrid cloud implementation, application modernization, data transformation, and enterprise automation. This enables the State to gain development agility, reduce operational complexity, and deliver business value faster. AlxTel Solutions and Professional Services provides systems management and maintenance services. The State gains the ability to confidently scale with stability while keeping costs down.

AlxTel is interconnected with almost every single major infrastructure provider globally, application services, cloud-native application development, and automation solutions. Our enterprise-grade open-source commercial off-the-shelf (COTS) platforms maintain infrastructural interoperability. For 15 years, AlxTel has been one of the world's leading providers of modern, innovative enterprise software, built through an open-source development model, whereby COTS software is developed within an open-source community, and provides commercial quality and security assurance with subscription-based customer support. AlxTel solutions are designed to capitalize on agency architectures and State IT standards. This provides State of Maryland interoperability with other systems and networks, reliability, and maintainability while making the most cost-effective use of COTS products, Information Technology, and agency-wide resources.

Secure - Our experts assist you in building a secure, reliable, flexible foundation for hybrid cloud workloads to lower operational costs, reduce downtime, and increase productivity. Our team works to ensure that information and computing resources at all organizational levels meet security compliance requirements; including software/application and data security support, as well as disaster recovery planning and risk assessment.

In partnering with the State of Maryland, AlxTel subject-matter experts (SMEs) and consultants adopt a mentor-based approach to provide technical expertise by educating, enabling, and empowering them to be able to adopt, operate, and maintain Red Hat technologies on their own, helping to provide security both inside and out.

Modernize - AlxTel Professional Services focuses on accelerating cloud adoption and acting as an enabling force for container platforms, DevOps, and other modernization initiatives. Our public sector team of experts has demonstrated the ability to break down the siloed nature of State government agencies and drive collaboration using a proven successful methodology for transformation that takes a holistic approach encompassing people, process, and technology.

AlxTel's approach to modernization empowers the State of Maryland to extend the value of legacy systems, while incrementally transforming useful components. We accomplish this via agile development sprints and integration of modern open, API-enabled, interfaces. Our proposed solution enables new and existing systems to share data in real time and helps to drive automated and seamless business process flows. AlxTel solutions are all architected and built as loosely coupled technologies that compose an overall highly optimized architecture, enabling the many benefits of cloud environments and cloud provider services. At the same time, our platforms provide the same characteristics as on-premises data centers. Together, AlxTel provides a common, consistent foundation, which is highly portable among hybrid infrastructures. They enable both legacy and new applications to be more adaptable across State of Maryland Agencies environments.

ALXTEL differentiates itself well from similar companies by our tailoring services. We recognize that one size does not fit all. Rather than making you fit our solutions, we tailor the solutions to fit your unique requirements. We provide a variety of Professional Services that tailor our solutions to meet your specific industry and business needs. Whether you wish to implement a stand-alone application, or simply need some custom programming, our professional services are key to your success. Our professionals have the product knowledge, experience, and skills to assist you through any phase of your voice or speech project, ranging from requirements analysis to solution development/ customization, installation, rollout, and training. We specialize in deployments accomplished cost-effectively at the speed of need. On the other hand, we can be a one-stop shop for all technology needs through 100+ Technology partnerships and reseller agreements with almost every single major technology in the world.

AlxTel has an excellent performance record dealing with most of State of Maryland Departments such as the Maryland Department of Transportation (MDOT), Maryland Health Benefit Exchange (MHBE), Maryland Department of Information Technology (MDoIT) , Maryland State Department of Education (MSDE), Maryland Department of Commerce(MDOC), Maryland Department of Labor (MDOL) Maryland State Board of Elections (SBE), Montgomery Collage and Baltimore Washington International Airport (BWI), Maryland Department of Public Safety & Correctional Services (DPSCS). In addition to different state governments such as North Carolina and the State of Hawaii plus many Federal agencies such as the Social Security Administration (SSA), Human and Health Services (HHS), Department of Homeland Security (DHS), US Coast Guard (USCG), Administration for Children Families (ACF).

ALXTEL, INC. INFORMATION SHEET

ALXTEL, INC. IN-DEPTH INFORMATION

| | |
|---------------------------------|--|
| Company Name | AlxTel, Inc. |
| Street Address | 8403 Colesville Road Suite 1100 |
| City, State, Zip Code | Silver Spring, MD 20910 |
| FEIN | 261857843 |
| D.U.N.S | 825046894 |
| UEA | H8ASFJ2CMM21 |
| eMMA Vendor ID | SUP012674 |
| Cage Code | 8BS66 |
| Maryland Department number | D12345880 |
| Maryland SBR Certificate number | SB20-008632 |
| US Chamber ID | 10036616 |
| FCC License ID | 827326 |
| Primary Contact | Sommer Wahab |
| Title | CEO |
| Telephone Number | 240-293-4629 |
| Fax Number | 240-724-6589 |
| E-mail Address | sommer@alxtel.com |
| Corporation Type | S-Corp |
| Organization Size | Small Business |
| Year Founded | 2008 |

AlxTel Experience

| | |
|---|----------|
| Enterprise Service Provider | 15 years |
| Web and Internet Systems | 11 years |
| Electronic Document Management | 7 years |
| Software Engineering | 13 years |
| Systems/Facilities Management and Maintenance | 15 years |
| Information System Security | 11 years |
| Application Service Provider | 11 years |
| Telecommunications Financial and Auditing Consulting Services | 15 years |
| IT Management Consulting Services | 15 years |
| Business Process Consulting Services | 7 years |
| Documentation/Technical Writing | 15 years |
| Digital Marketing | 9 years |
| SEO | 9 years |
| IT Help Desk | 9 years |
| Cyber Security | 11 years |
| DevOps | 9 years |
| Project Management | 9 years |
| Call Centers | 9 years |
| Robotics and Automation | 7 years |
| Cloud Service | 9 years |
| Staff Augmentation | 7 years |
| Audio and Visual | 5 years |
| Healthcare IT | 5 years |

Key Business Relationships

| | |
|-----------------------------|---|
| Federal Customers | <ol style="list-style-type: none"> 1. Department of Homeland Security (DHS) 2. Social Security Administration (SSA) 3. Environmental Protection Agency (EPA) 4. Human and Health Services (HHS) 5. National Park Services (NPS) |
| State of Maryland Customers | <ol style="list-style-type: none"> 1. Department of Transportation (MDOT) 2. Department of Safety and Correctional Services (DPSCS) 3. Department of Information Technology (MDoIT) 4. Department of Commerce (MDOC) 5. Department of Labor (MDOL) 6. Department of Budget & Management (MDBM) 7. Department of General Services (MDGS) 8. State Board of Elections (MSBE) 9. Maryland Health Benefit Exchange (MHBE) 10. Montgomery College 11. Washington County 12. Maryland Courts (MDCourts) |
| State of California | Eastern Municipal Water District |
| State of Hawaii | Department of Human Services |
| State of North Carolina | Department of Health and Human Services |
| State of Ohio | Columbus Metropolitan Library |
| Commercial Customers | <ol style="list-style-type: none"> 1. USA (Vonage, Vinculum, Verizon, Excel, Lingo, VOIPTel, Ultatel, American Axess, Alkaip, Teleconnect, Teleplus, Nobel LTD, + 22 Healthcare and Pharmacies. 2. 245 International Customers in Europe , Asia, LATAM, Africa |

Key Partnerships

AlxTel during the past 15 years managed to be accredited and certified by almost every single major software, hardware and technology services in the globe. AlxTel has 115 Partnership Agreement with Technology Vendors and over 250 partnership agreements with technology service providers as shown below:

| | |
|-----------------------|---|
| Hardware Technologies | Cisco, IBM, Dell, HPE, Extreme Networks, Logitech, Polycom, Ribbon, Zebra, Broadcom, Patton, Netgear, Ruckus,etc. |
| Software Technologies | Atlassian, AXWAY, Citrix, Commvault, Docusign, Entrust, Ivanti, jamF, Kofax, Lansweeper, McAfee, Microfocus, RedHat, VMWare, ...etc. |
| Cloud Providers | Microsoft Azure, Google Cloud, AWS, IBM Cloud, Alibaba Cloud, Oracle Cloud, IXCloud, Salesforce Cloud, ServiceNow Cloud, ...etc |
| Service Providers | AT&T, Verizon, Deutsche Telekom, Belgacom BICs, Austria Telecom, Slovak Telecom, Telecom Argentina, Vonage, Dialpad, Ringcentral, 8x8, Zoom, Sangoma, Airtel, Orange, PCCW, ...etc. |





Adobe Inc.
345 Park Avenue
San Jose, CA 95110-2704

July 12, 2022

Alxcel, Inc
8403 Colesville Rd Ste 1100
Silver Spring, MD 20910-6346

Re: Confirmation of Certified Reseller status

Adobe sells its software licenses and products in North America through Adobe Authorized Resellers. Adobe confirms that as of the date of this letter, Alxcel, Inc is a Certified partner of the Adobe Partner Connection Program with authorization to resell Adobe's TLP program to all customers and Adobe's CLP and VIP programs to commercial customers only in North America (US and Canada).

A list of Adobe Authorized Resellers from [Adobe.com](https://adobe.com) or by contacting your Adobe Channel Manager.

Sincerely,

Arnab Kumar Bose Digitally signed by Arnab Kumar Bose
Date: 2022.07.12 23:40:58 +05'30'

Senior Program Manager – APC North America

Adobe Partner Connection Team, Channel Operations

AlxTel, Inc.

8403 Colesville Road Suite 110
 Silver Spring, MD 20910, US
 billing@alxtel.com
 https://www.alxtel.com

Ref #: S240520247
 Date: 05-20-2024
 Expiry: 05-31-2024

Invoice To:

Dusty J Smith
 dusty.j.smith@wv.gov
 304-414-6859
 -

Ship To:

Dusty J Smith
 dusty.j.smith@wv.gov
 304-414-6859
 -

Details:

Department of Administration
 and Purchasing Division
 05-21-2024-Department of
 Administration and Purchasing
 Division-Adobe

| Name | MP No. | Quantity | Rate | Amount |
|---|-----------------------|----------|----------|--------------------|
| Adobe Creative Cloud for enterprise All Apps, Subscription Renewal 2R1-3281-L6-79BC06D12 | 2R1-3281-L6-79BC06D12 | 18 | \$912.09 | \$16,417.62 |
| Adobe Acrobat Pro for enterprise, Subscription Renewal 2R1-3212-L6-70BC06A12 | 2R1-3212-L6-70BC06A12 | 318 | \$157.17 | \$49,980.06 |
| Adobe Adobe Stock for teams (Small), Subscription Renewal, Monthly, Team 10 assets per month, 1 User, Large Government Agencies - Level 6 100-999 (VIP # Req.) 12 Month Term Adobe Inc. - 65270593BC06A12 30 65270593BC06A12 2R1-3260-L6-93BC06A12 | 2R1-3260-L6-93BC06A12 | 3 | \$305.97 | \$917.91 |
| Adobe Photoshop for enterprise, Subscription Renewal 2R1-3207-L6-41BC06D12 | 2R1-3207-L6-41BC06D12 | 6 | \$399.81 | \$2,398.86 |
| Adobe Premiere Pro for enterprise, Subscription Renewal, Monthly, 1 User, Large Government Agencies - Level 6 100-999, v3 (VIP # Req.) 12 Month Term Adobe Inc. - 65291046BC06D12 65291046BC06D12 2R1-3220-L6-46BC06D12 | 2R1-3220-L6-46BC06D12 | 8 | \$399.81 | \$3,198.48 |
| Adobe Creative Cloud for enterprise All Apps, Subscription New, Monthly, 1 User, Large Government Agencies - Level 6 100-999, v3 (VIP # Req.) 12 Month Term **PRORATED FOR 12 MONTHS** Adobe Inc. - 65291081BC06D12 65291081BC06D12 210-3281-L6-81BC06D12 | 210-3281-L6-81BC06D12 | 5 | \$912.09 | \$4,560.45 |
| Adobe Acrobat Pro for enterprise, Subscription New, Monthly, 1 User, Large Government Agencies - Level 6 100-999 (VIP # Req.) 12 Month Term **PRORATED FOR 12 MONTHS** Adobe Inc. - 65324113BC06A12 65324113BC06A12 210-3212-L6-13BC06A12 | 210-3212-L6-13BC06A12 | 20 | \$157.17 | \$3,143.40 |
| Adobe Adobe Stock for teams (Small), Subscription New, Monthly, Team 10 assets per month, 1 User, Large Government Agencies - Level 6 100-999 (VIP # Req.) 12 Month Term **PRORATED FOR 12 MONTHS** Adobe Inc. - 65270600BC06A12 65270600BC06A12 210-3260-L6-00BC06A12 | 210-3260-L6-00BC06A12 | 5 | \$305.97 | \$1,529.85 |
| Adobe Photoshop for enterprise, Subscription New, Monthly, 1 User, Large Government Agencies - Level 6 100-999, v3 (VIP # Req.) 12 Month Term **PRORATED FOR 12 MONTHS** Adobe Inc. - 65291040BC06D12 65291040BC06D12 210-3207-L6-40BC06D12 | 210-3207-L6-40BC06D12 | 5 | \$399.81 | \$1,999.05 |
| Adobe Premiere Pro for enterprise, Subscription New, Monthly, 1 User, Large Government Agencies - Level 6 100-999, v3 (VIP # Req.) 12 Month Term **PRORATED FOR 12 MONTHS** Adobe Inc. - 65291048BC06D12 65291048BC06D12 210-3220-L6-48BC06D12 | 210-3220-L6-48BC06D12 | 5 | \$399.81 | \$1,999.05 |
| Total: | | | | \$86,144.73 |

Reference # 1

STATE OF NORTH CAROLINA DEPARTMENT OF HEALTH DHS

| NAME | TITLE |
|---|---|
| Name | Ellen J Zimmerman |
| Address | 2019 Mail Service Center,Raleigh , NC, NC 27699 |
| Email | ellen.zimmerman@dhhs.nc.gov |
| Phone | 919 707 5175 |
| Time period in which work was performed | Between 2019 and till now |
| Short description of work performed | IT Asset Manager - Lansweeper |

Reference # 2

Martin A O'Sullivan

Zoom Licenses

| NAME | TITLE |
|---|------------------------------|
| Name | Martin A O'Sullivan |
| Address | United States, |
| Email | maoc@westchestercountyny.gov |
| Phone | 9142311315 |
| Time period in which work was performed | 1 Year |
| Short description of work performed | 4290 |

Reference # 3

DEPARTMENT OF HOMELAND SECURITY - DHS US COAST GUARD (USCG)

| NAME | TITLE |
|---|--|
| Name | LTJG Paige Holmes |
| Address | 1430a Kristina Way ,Chesapeake, VA 23326 |
| Email | Paige.E.Holmes@uscg.mil |
| Phone | (757) 686-4013 |
| Time period in which work was performed | Between 2019 and till now |
| Short description of work performed | ROBOTICS – FLIR Projects |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


| | | | |
|--|--|--|-----------------------|
| PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328 | CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 | | FAX (A/C, No): |
| | E-MAIL ADDRESS: contact@hiscox.com | | |
| INSURER(S) AFFORDING COVERAGE | | | NAIC # |
| INSURER A: Hiscox Insurance Company Inc | | | 10200 |
| INSURER B: | | | |
| INSURER C: | | | |
| INSURER D: | | | |
| INSURER E: | | | |
| INSURER F: | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-----------|------------|----------------|-------------------------|-------------------------|---|------------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | P101.601.454.2 | 08/01/2023 | 08/01/2024 | EACH OCCURRENCE | \$ 3,000,000 |
| | GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 |
| | | | | | | | MED EXP (Any one person) | \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 3,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 3,000,000 |
| | | | | | | | PRODUCTS - COM/OP AGG | \$ S/T Gen. Agg. |
| | | | | | | | | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) | \$ |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE | \$ |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| | WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N N/A | | | | PER STATUTE | OTHER |
| | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|---------------------------|---|
| CERTIFICATE HOLDER | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|---------------------------|---|

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--|--|--|-----------------------|
| PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022 | CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 | | FAX (A/C, No): |
| | E-MAIL ADDRESS: contact@hiscox.com | | |
| INSURER(S) AFFORDING COVERAGE | | | NAIC # |
| INSURER A: Hiscox Insurance Company Inc | | | 10200 |
| INSURER B: | | | |
| INSURER C: | | | |
| INSURER D: | | | |
| INSURER E: | | | |
| INSURER F: | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|--|----------------|-------------------------|-------------------------|---|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Cyber and Data Risk | | Y | P100.747.583.2 | 07/01/2023 | 07/01/2024 | Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Maryland Department of Transportation (MDOT) is listed as additional insured under the Cyber liability policy subject to policy terms and conditions.

| | |
|---------------------------|--|
| CERTIFICATE HOLDER | CANCELLATION |
| | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

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Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|---|---|---|
| Print or type. See Specific Instructions on page 3. | <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. AlxTel, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p> | |
| | <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> | <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> |
| | <p>5 Address (number, street, and apt. or suite no.) See instructions. 8403 Colesville Road Suite 1100</p> <p>6 City, state, and ZIP code Silver Spring, MD 20910</p> | <p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p> |

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 | | | | | | | | | |
| | | | | | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 2 | 6 | - | 1 | 8 | 5 | 7 | 8 | 4 | 3 |

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 ▶ 02/23/2024 |
|------------------|----------------------------|-------------------|

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.

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.

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*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

| IF the entity/person on line 1 is a(n) . . . | THEN check the box for . . . |
|--|---|
| • Corporation | Corporation |
| • Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes. | Individual/sole proprietor or single-member LLC |
| • LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. | Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation) |
| • Partnership | Partnership |
| • Trust/estate | Trust/estate |

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|--|---|
| Interest and dividend payments | All exempt payees except for 7 |
| Broker transactions | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| Barter exchange transactions and patronage dividends | Exempt payees 1 through 4 |
| Payments over \$600 required to be reported and direct sales over \$5,000 ¹ | Generally, exempt payees 1 through 5 ² |
| Payments made in settlement of payment card or third party network transactions | Exempt payees 1 through 4 |

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|--|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) other than an account maintained by an FFI | The actual owner of the account or, if combined funds, the first individual on the account ¹ |
| 3. Two or more U.S. persons (joint account maintained by an FFI) | Each holder of the account |
| 4. Custodial account of a minor (Uniform Gift to Minors Act) | The minor ² |
| 5. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 6. Sole proprietorship or disregarded entity owned by an individual | The owner ³ |
| 7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) | The grantor [*] |
| For this type of account: | Give name and EIN of: |
| 8. Disregarded entity not owned by an individual | The owner |
| 9. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553 | The corporation |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 12. Partnership or multi-member LLC | The partnership |
| 13. A broker or registered nominee | The broker or nominee |

| For this type of account: | Give name and EIN of: |
|---|-----------------------|
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |
| 15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B)) | The trust |

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.