

Request for Taxpayer Identification Number and Certification

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

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

| | | |
|--|---|---|
| Print or type. See Specific Instructions on page 3. | 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 of the person whose name is entered on line 1. 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: 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. <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) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) Highland Craftsmen, Inc. 534 Oak Avenue Spruce Pine, NC 28777 |
| | 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 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 | | | | | | | | | |
| | | | | - | | | | | |

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 for Part II, later.

| | | |
|-----------|----------------------------|--------|
| Sign Here | Signature of U.S. person ► | Date ► |
|-----------|----------------------------|--------|

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.



Vendor Due Diligence Form

Name **that you go by:** _____

Phone #: _____

Email: _____

Logger Certification ID: _____ Exp. Date: ____/____/____

Other Certification ID: _____ Exp. Date: ____/____/____

Returning Vendors:

I have reviewed my W9 dated ____/____/____ and all information including mailing address [____ IS ____ IS NOT] correct. *A new W9 will need to be completed if **any** information has changed.*

All Vendors:

____ I own the rights to the timber ____ I have permission from the owner to sell the bark of the timber

Logs will be sold to _____

Or used for _____

I have supplied the following documentary proof

____ Tax Map or Deed or Land Identifier **and**

____ Timber Contract in my name or my company's name **or**

____ Notarized letter from owner of Timber Contract specifying that I have the authority to sell bark or logs **or**

____ Notarized letter from Landowner whose name appears on Deed that I have permission to sell the bark &/or the log, dates that permission is granted, and Landowner's full name, mailing address, and phone number.

My harvesting practices are consistent with Conservation Values

____ I will protect rare, threatened and endangered species

____ I will protect rare, threatened or endangered ecosystems

____ I will observe watershed protection and erosion control measures

____ I will protect basic needs of local communities

____ There is a forestry management plan for this tract.

____ I do not violate Traditional or Civil Rights

As a supplier of The Bark House® at Highland Craftsmen, Inc. I certify that the above is true and accurate:

Signature: _____ Date: ____/____/____

Received by:

Signature: _____ Date: ____/____/____

Yard Manager, Bark House®

Please complete the matrix on the back of this form

| | This person has my permission to... | |
|---|-------------------------------------|------------------------------|
| Name of approved person | ...pick up my check(s) | ...get info about my account |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| <input type="checkbox"/> I do not approve anyone | | |

Bark House® is hereby given permission as follows:

Any person listed above with a mark in the “...pick up my check(s)” column may pick up my check at any time, whether I call to inform Bark House prior to the pickup or not.

Any person listed above with a mark in the “...get info about my account” column may ask questions and get answers regarding my account, including but not limited to, information about:

- The amount of a check
- The amount of bark sold
- The last time bark was sold
- The phone number or address I have on file with Bark House

If an approval is changed or withdrawn, I will immediately inform Bark House in writing of the change. If I fail to inform Bark House in writing, I will not hold Bark House liable if my check(s) or information is passed to that person.

By: _____ Date: ____/____/____