



Dear Craftsman,

Thank you for your interest in joining the Guardsman family.

Guardsman is a leading provider in furniture care and repair products and services, be it with the outstanding craftspeople we have the pleasure of teaming with or via our complete line of professional and consumer furniture care and repair products. Over the past 100 years, Guardsman has distinguished itself by providing professional, convenient and quality service to consumers and business partners across the United States, Canada, Australia and the UK.

In addition, Guardsman offers training for your development and career enhancement. The most comprehensive techniques and repair processes are covered in a variety of hands-on training sessions. We've included information for your consideration in the following pages. If you don't see exactly what you are looking for we do offer other courses and can often customize to your needs.

Once you have completed and returned the enclosed forms, we will review them and perform any needed background or reference verifications. Upon approval, we will then issue you copies of our Operational Standards and teach you how to retrieve, execute and return your work orders.

If you have any questions or require assistance, please do not hesitate to call us at 1-800-675-3603. We have dedicated Field Service Support personnel in place to assist in your on-boarding and in your ongoing support as a our partner.

We look forward to partnering with you and assisting you in joining our network.

Regards,

Guardsman Field Services Team
4999 36th St
Grand Rapids, Michigan 49512
joiningguardsman@valspar.com

TECHNICIAN APPLICATION

Date _____ Contact Person _____

Technician ID Number: (if you are in our system) _____

Tax ID Number for USA/GST Number for Canada _____

Business Name: _____

Business Address _____

City, State, Zip _____

Business Phone _____ Business Fax _____

Business E-mail _____

Cell Phone _____ Email Address _____

City, State, Zip: _____

Insurance Company Name _____ Policy Number _____

Insurance Company Address: _____

****General Liability Policy Minimum should exceed \$1,000,000. Technicians are independent contractors and are responsible to follow all product, state, city and municipality laws and regulations. Technicians are responsible for any loss or damages resulting from their service call. Please provide certificate with Guardsman named for our records. Additionally we strongly recommend Bailee's, business auto, and completion coverage for your protection as well.*

Number of Employees at time of Application: _____

List three business references:

Name _____ Title _____

Address _____

Phone Number (s) _____

Email _____

Name _____ Title _____

Address _____

Phone Number(s) _____

Email _____

Name _____ Title _____

Address _____

Phone Number (s) _____

Email _____

SKILLSET/ABILITY DECLARATIONS

Please note that Guardsman runs an industry leading training center in Grand Rapids, MI and offers some of the best professional products on the market. If you would like to diversify your skills or learn more about what our professional products can do for you please contact the Field Services Department for more information.

FABRIC			LEATHER			WOOD		
YES	NO	SKILL SET	YES	NO	SKILL SET	YES	NO	SKILL SET
		Overall Cleaning			Overall Cleaning			Frames
		Spot Cleaning - Furniture			Spot Cleaning			Chair Gluing
		Spot Cleaning - Mattress			Color Restoration			Gouges/Scratches
		Burns			Burns			Liquid/Heat Marks
		Holes			Holes/Punctures			Burns
		Cuts			Cuts			Spot Finish Repair
		Rips			Rips			Full Refinishing
		Install Panels			Install Panels			Drawer Glides
		Sew Seams			Sew Seams			Rebuild Crushed Corners
		Cushion Cores			Cushion Cores			
		Re-Upholstery						

MISC/OTHER								
YES	NO	SKILL SET	YES	NO	SKILL SET	YES	NO	SKILL SET
		Install Glass/Mirror			Mechanism Installations			Assembly / Disassembly
		Repair Glass			Heater Units			Moving/Insurance Inspections
		Resilver Mirror			Massage Units			Mattress Inspections
		Zipppers			Electrical Components			Structural Repairs
		Springs			Metal Welding			Have Shop Available
		Stone/Marble/Tile			Metal Paint/Touch Up			

Other Skill Sets (list below):

Please describe relevant work experience, licenses, certifications, training, etc. that we should know about:

Work Orders are sourced to the technician with the highest skill set in a zip/postal code. To receive work your zip code list must be comprehensive and thorough. This is critical as any zip code you forget to list will not reflect you as available for work within it.

List the five-digit zip codes you will service, (first three symbols of the postal code for Canada). Should your wish to submit more zip codes please list them in an excel document, one to a cell and return with your application. There is no limit on zip code submission.

[illegible]

**SHERWIN-WILLIAMS.****AUTHORIZATION OF RELEASE OF INFORMATION
CONTRACTOR**

Position Title: <input type="text"/>	FOR: <input type="text" value="[CONTRACTOR]"/>
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Please fill out the form below. Within 24 hours of Loss Prevention receiving it, you will receive an email from HireRight Customer Service with a secure link which will ask you to fill out personal information. Once you receive this email, take action as soon as possible to avoid delays in your assignment.

First Name: <input type="text"/>	Last Name: <input type="text"/>	Middle Name: <input type="text"/>		
Alias/Additional Name:				
First Name: <input type="text"/>	Last Name: <input type="text"/>	Middle Name: <input type="text"/>		
Email address: <input type="text"/>				
Phone Number: <input type="text"/>				
Current Address: <input type="text"/>				
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>	County: <input type="text"/>	
List current COUNTIES and all COUNTRIES you have resided in over the past 7 years:				
City/Province	State/Province	Territory:	County	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In connection with my work as a consultant to The Sherwin-Williams Company, I authorize all corporations, companies, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed and release all parties involved from any liability and responsibility for doing so.

I authorize all persons investigative agencies, business organizations, schools, companies, corporations, credit bureaus, consumer reporting agencies and law enforcement agencies to supply The Sherwin-Williams Company and/or its agents any information concerning my background including a consumer report. I release The Sherwin-Williams Company and its agents from any and all liability and responsibility, damages and claim of any kind whatsoever arising from this investigation of my background.

Applicant's Signature (Please provide wet signature): _____

[FOR SW MANAGER'S USE ONLY (MUST BE FULLY COMPLETED, INCLUDING 17-DIGIT COST CENTER INFORMATION)]

Manager's Name: <input type="text"/>
Manager's Signature (Please provide wet signature):
Location: <input type="text"/> Extension: <input type="text"/>
Cost Center (Division-Prime-Sub-Cost Center): <input type="text"/>

Please return this form to "Join Guardsman" via fax 616.285.7882 or scan and email to joinguardsman@valspar.com

GUARDSMAN TRAINING FOR YOUR CONSIDERATION

Guardsman's training courses take a technician from the beginning of the repair process and work through the variety of skills necessary to be successful in furniture repair techniques and processes. Guardsman offers the latest in leather and vinyl restoration for automotive, marine and recreational vehicles, as well as the newest and most effective products to be used. Whether someone is exploring the world of furniture repair or automotive leather and vinyl restoration, they will find a helpful, knowledgeable, and patient staff that will work diligently with them throughout the entire process.

Skilled technicians, who have experience in these fields, will be exposed to new techniques and procedures, as well as new products presented by the same highly competent and expert staff.

Workshops located at:

Guardsman Training Center
4999 36th Street SE
Grand Rapids, MI 49512

Class times:

8:00 am to 4:30 pm

Travel and lodging are not included

For workshop questions, scheduling and payment, contact guardsman at sharman@valspar.com.

** Each workshop includes a repair kit. Purchase additional products during the workshops and receive a 10% discount.*

Leather Repair and Care Workshop – w/Kit

2 Days – \$650 Per Person*

Course Description: This workshop includes detailed direction on how to identify the many different leather types used in manufacturing upholstered furniture. This hands-on course will cover the most up-to-date repair techniques for finished leather used in today's industry.

Learn to:

- Identify leather types
- Properly clean leather
- Repair punctures, rips, cuts, burns, holes and abrasions
- Restore grain and texture
- Color match
- Properly care for and maintain leather furniture



Spot Cleaning Workshop – w/Kit

1 Day – \$450 Per Person*

Course Description: The Spot Cleaning Workshop course covers the cleaning processes technicians use to remove common stains.

Learn to:

- Identify the different types of fabric
- Perform a colorfastness test
- Clean both water-soluble stains (mustard, blood) and solvent-soluble stains (nail polish, ink) on the many types of fabric found in the market today.



Wood Touch-Up and Repair Workshop – w/Kit
*2 Days – \$550 Per Person**

Course Description:

The Wood Touch-Up and Repair Workshop will teach technicians about wood finishes and how to make repairs.

Learn to:

- Identify different wood finishes
- Remove contaminants from the repair area
- Make repairs such as leveling dents and scratches, replacing lost color and grain, sheen adjustment, blending spot repairs and replacing damaged structure
- Use a variety of products while learning the repairs



Receive a
10% discount
when taking three
workshops in the
same week!

We also have automotive and custom classes. Please inquire if you don't see what you are looking for!

ESTABLISHING DIRECT DEPOSIT

To receive payment via EFT (direct deposit) you must be registered as a Valspar vendor.

- Complete the attached technician application and W-9 to provide: your company's physical address, your payment address (if different), phone and email details, tax ID number, and a completed W-9 form (for US domestic suppliers).
- Once you are set up with a technician id please Email GRIccounting@valspar.com with your technician id number and business name and that you would like to be paid by EFT (direct deposit).
- Valspar will submit your physical address to Wells Fargo bank.
- Wells Fargo bank will send a physical letter to the address Valspar provided. We are unable to include information about whose attention the letter should be delivered to.
- Once you receive the letter, you will need to register on the Wells Fargo portal following the instructions in the letter.
- You will receive a micro deposit from Wells Fargo into your bank account to confirm connectivity.
- Once you confirm the receipt of the micro deposit, your registration with Wells Fargo will be complete and Valspar will process payment to your new bank account.

NOTE: Until the confirmation process is completed, Valspar will be making payment in the form of a check.

To change your EFT (direct deposit) information at a later date:

Valspar has established the following process by which suppliers can make changes to their own ACH payment information, including bank numbers and account numbers. If you need to change your ACH information, this is the process you need to follow:

- If you have never registered with Wells Fargo for Valspar (Guardzman) ACH payments, please contact aprequests@valspar.com to inform Valspar about changes to the ACH payment details (**please be prepared to provide you Guardsman technician id number**).
- Valspar will submit your address on file to Wells Fargo bank. If you want to confirm the address on file, please check with your Valspar contact or email aprequests@valspar.com
- Wells Fargo bank will send a physical letter to the address Valspar provided. We are unable to include information about whose attention the letter should be delivered to.
- Once you receive the letter, you will need to register on the Wells Fargo portal following the instructions in the letter.
- You will receive a micro deposit from Wells Fargo into your bank account to confirm connectivity.
- Once you confirm the receipt of the micro deposit, your registration with Wells Fargo will be complete and Valspar will process payment to your new bank account.

NOTE: Until the confirmation process is completed, Valspar will continue to send payments to the old bank account on file.

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% 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, 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 Part II instructions on page 3 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 the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

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

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. 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 the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

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

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

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), 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 the chart on page 4 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 Social Security Administration 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. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, 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 domestic 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 items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 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 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ³
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

¹List 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.

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

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

⁴List 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* on page 1.

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, social security number (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.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system 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 personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov 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 who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

GUARDSMAN TECHNICIAN TOOLS AND SUPPLIES

BASIC UPHOLSTERY, FRAME, SPRING, AND MECHANISM REPAIR

Thank you for taking the time to go through our New Technician Onboarding Documents and welcome to the Guardsman family!

It is Guardsman's goal to deliver a world class repair/cleaning experience to our consumers and do this in one visit to their premises. We refer to this frequently as a "First Visit Fix". While we recognize that no two repairs are exactly the same there is a commonality that calls for a standardized requirement for the basic tools of the trade. Following is the list of products that are recommended or required to service Guardsman Work Orders, be they for Guardsman Furniture Protection Plans; Guardsman Professional Services or Guardsman In-Home Care & Repair.

SUGGESTED PRODUCTS

For cosmetic damage as well as working in all defined skills sets.

PSKIT1050 Wood Repair Kit

PSKIT7050 Leather Repair Kit

PSKIT6050 Fabric Cleaning Kit

PSFSR0000 Professional Extractor *(or any other Professional Spot Cleaning Machine)*

*All technicians receive 20% off the MSRP for all Guardsman Professional Products. Call **1-800-822-7359** to place your order.*

REQUIRED TOOLS - ON VEHICLE

For working all disciplines and skill sets other than basic Upholstery Cleaning

Electric Staple Gun	Set of Drill Bits
Staples 3/8" & 1/2"	Assortment of "C" Clamps
Osborn Staple Knocker	Assortment of Bar Clamps
Angle Cutters/Nippers	Utility Knife
High Density Rubber Mallet	Scissors
Magnetic Tack Hammer & Tacks	Hammer
Needle Nose Pliers	Regulators/Awls
Pry Bar	Cordless/Electric Drill/Driver
Driver/Drill Bits, Bit Holders, Shaft (long)	Torx & Allen Wrench Set (SAE & Metric)
Slotted, Phillips, and Square Bits	Small Socket Sets (SAE & Metric)
Slotted, Phillips & Square Drive Screwdrivers	Open End Wrench Sets (SAE & Metric)
Hand Saw	Adjustable Wrench
Tape Measure	Hack Saw
Nail Set	Wood Chisel
Spring Puller	Spring Clip Pliers (3 prong)
Webbing Pliers	Ripping Chisel
Hog Rings	Hog Ring Pliers
Tack Lifter	Tape Measure

REQUIRED SUPPLIES – ON TRUCK

For working all disciplines and skill sets other than basic Upholstery Cleaning

Roll of Dust Cover/Cambridge
Cardboard Breakover & Flex Trim
Straight & Curved Single Point Needles
Slip Ease Fabric
Various Spring Repair Clips
EK Clips
9 Gauge Edge Wire
Edge Wire Clips
Poly Fill/Dacron
Glues & Epoxy Paste
Generic Pull Handles
Tufting Needle & Tufting Clips
Decking Material
Assortment Floor Glides
Finish Nails
Corner Braces 1 ½" & 3"
Zippers
Assortment of Wood Dowels
Lubricating Spray/Oil

Hard ½" Tack Strips & plastic Strip Guard
Curved Needles 2', 3", 6"
Variety of Sewing Threads
Spray Adhesive
S Springs (no sag wire)
SS Clips
3 prong Edge Wire Clips (Baker Clips)
11 Gauge Edge Wire
Wood/Lumber & Wood Screws
Basic Springs for Recliner Mechanisms
Webbing & Web Stretcher
Nylon Tufting Button & Twine
Insert nuts ¼" & 5/16"
Nuts, Bolts, Screws, Washers, T Nuts
Cushion Core material
Drop Cloth/Furniture Pad
Hanger Bolts
Assortment of Dowel Screws

Please call the Guardsman Sales Team at **1-800-822-7359** for assistance ordering

or visit

www.Guardsman.com