



Bushue Human Resources, Inc.

SERVICE AGREEMENT

THIS SERVICES AGREEMENT (“**Agreement**”) shall commence as of the Effective Date by and between Minooka CHSD #111 with offices located at 201 S. Wabena Avenue Minooka, IL 60447 (“**Service Partner**”), and Bushue Human Resources, Inc., d.b.a. Bushue Background Screening (BBS), with offices at 302 East Jefferson Ave, Effingham, IL 62401 (Hereafter referred to as “**BBS**” throughout agreement).

WHEREAS, BBS operates electronic fingerprinting centers throughout the State of Illinois and has the capability to submit fingerprints electronically to the Illinois State Police (“**ISP**”); and

WHEREAS, BBS desires to engage Service Partner and Service Partner desires to be engaged by BBS as a Service Partner for BBS under the terms and conditions of this Agreement

NOW, THEREFORE, the parties hereby agree as follows:

1. Definitions. For purposes of this Agreement the following terms shall have the following meanings:

“**Applicant(s) for Employment**” of Service Partner shall mean those individual persons that have their fingerprints and other personal information captured and transmitted to the ISP for the purposes of seeking employment with the Service Partner.

“**Applicant(s)**” shall mean those individual persons that have their fingerprints and other personal information captured and transmitted to the ISP that is not seeking employment with the Service Partner.

“**ISP – Illinois State Police**” shall mean the agency that regulates fingerprints in the State of Illinois

“**Services**” shall mean (IF APPLICABLE) Service Partner’s services in (a) providing sufficient office space, adequate facilities, an appropriate internet firewall & connection, and electrical power for serving Applicants, (b) providing sufficient labor to operate BBS’s equipment and to ensure the day-to-day continuity of operations, (c) collecting BBS’s fees and all other applicable fees from each Applicant at the time of the Applicant’s arrival at Service Partner’s facilities, (d) using reasonable efforts to obtain a transmittable fingerprint record from each Applicant, (e) transmitting the Applicant’s fingerprint records and other required data to BBS for transmission to the ISP.

“**Service Partner Fees(s)**” shall mean any fees from third parties, such as the ISP, FBI, IDFPR, and others, which are billed to BBS and passed through to the Service Partner.

“**BBS Fees(s)**” shall mean any fees in which BBS has agreed to implement in exchange for goods or services.

2. Services. Service Partner hereby agrees to provide Fingerprinting Services for BBS. In addition to those obligations stated elsewhere in this Agreement, in the manner expressly described in this Agreement, BBS shall: (a) either install, setup, lease, or sell a Live Scan device to the Service Partner, maintain the Live Scan

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device and provide training on the use of the device, (b) electronically transmit to the ISP the “Applicant’s” or “Applicant’s for Employment” fingerprint record and other Applicant data that BBS receives from the Service Partner.

3. Payment Terms – BBS. All “Service Partner Fees” due will be paid by Service Partner and remitted to BBS on a monthly basis. All “BBS Fees” due will be paid by Service Partner and remitted to BBS on a monthly basis, at the beginning of each monthly term. All “Service Partner Fees” and “BBS Fees” collected by or from Service Partner are non-refundable and shall be paid without any right of setoff or deduction. Any fees due from Applicants that are not properly collected by Service Partner will not be deducted from the fees due to BBS, if applicable.

4. Payment Terms – Service Partner. Unless otherwise stated in Schedule A or agreed in writing between the parties, Service Provider will pay BBS for its Service Partner Fees on a monthly basis, without any right of setoff or deduction and payment terms are net twenty-five (25) days from the last calendar day of the month. For any other agreed-upon Fees that become payable by Service Partner to BBS under this Agreement, BBS shall invoice Service Partner for such Fees and Service Partner shall remit payment in full to BBS, without any right of setoff or deduction, within twenty-five (25) days from the date of BBS invoice.

5. Service Partner / Taxes. Service Partner shall be solely responsible for the reporting and payment of all sales taxes and all other government taxes or charges on the fees collected by Service Partner, if applicable.

6. Confidentiality. The term “**Confidential Information**” means the whole or any portion of any data, property or information, whether or not copyrighted, patented or patentable, (i) which is or has been disclosed to Service Partner or about which Service Partner became or becomes aware of as a consequence of, through or during any discussions with BBS and (ii) which has value to BBS and is not generally known by others. Confidential Information includes, but is not limited to, BBS’s customer lists and other customer information, data, price or cost information, processes, software applications, business plans, marketing plans, specifications, hardware, knowhow and trade secrets. Confidential Information includes physical and electronic embodiments of such information, as well as any information retained in the memories of any employees of Service Partner who are permitted access to the Confidential Information under the terms of this Agreement. Confidential Information may take the form of property including but not limited to documentation, equipment, components, hardware and software furnished by BBS to Service Partner. It is understood that, in the course of disclosing Confidential Information to Service Partner, BBS shall endeavor to identify such information as confidential, provided that failure to so identify such information as confidential shall not relieve Service Partner of its obligations hereunder.

Notwithstanding the foregoing, the parties agree to exclude from the provisions of this Agreement and the obligations of confidentiality set forth herein which Service Partner can demonstrate: (1) is voluntarily disclosed to the public by BBS or has become generally known to the public through no fault of Service Partner, (2) through written or other tangible evidence was wholly independently developed by, or otherwise in the possession of, Service Partner prior to disclosure by BBS, (3) is rightfully obtained by Service Partner from a third party who is under no obligation to BBS to maintain the secrecy of such information, or (4) is disclosed in response to a valid order to a court, regulatory agency, or other governmental body in the United States or any political subdivision thereof, but only to the extent and for the purposes stated in such order; provided, however, that Service Partner shall first notify BBS in writing of the order and fully cooperate with BBS if BBS desires to seek an appropriate protective order.

BBS hereby authorizes Service Partner to use the Confidential Information solely in furtherance of this Agreement and no other purpose whatsoever. Such authorization shall automatically expire upon expiration or termination of this Agreement for any reason. Service Partner covenants and agrees that it shall only disclose or permit the disclosure of the Confidential Information to those of its employees who (a) have a need to have

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access to such Confidential Information in furtherance of this Agreement, and (b) are parties to written confidentiality agreements with Service Partner that require them to maintain the confidentiality of the Confidential Information. Service Partner agrees that in no event shall any other employee of Service Partner, or any affiliate, partner, customer or contractor of Service Partner, or any other third-party, have access or exposure to Confidential Information without the express written consent of an officer of BBS.

Service Partner agrees that it will handle the Confidential Information of BBS with the same degree of care it takes to safeguard its confidential information of a like nature, but in no event less than a reasonable degree of care, and will not use, disclose or make available, directly or indirectly, any Confidential Information to any person, concern or entity, except as expressly permitted hereunder. Service Partner agrees not to commercialize, embody in any of its services or products, or exploit in any way whatsoever any Confidential Information disclosed to it by BBS.

7. Non-Interference. During the term of this Agreement, Service Partner and all other employees of Service Partner will have access to extremely valuable Confidential Information and trade secrets of BBS. Service Partner acknowledges and agrees that the failure by Service Partner to adhere to the obligations of confidentiality under this Agreement, through the improper use or disclosure of such information or trade secrets or otherwise, would likely cause BBS significant loss, consequential damages and irreparable harm. To help forestall and minimize the risk of such improper use or disclosure and related losses, damages and harm, service partner agrees that during the term of this Agreement and for a period of two (2) years following any expiration or termination of this Agreement, except as otherwise permitted in advance in writing by BBS, Service Partner shall not (a) solicit for hire any employees of BBS (or any subsidiary or affiliate thereof), (b) divert or attempt to divert from BBS (or any subsidiary or affiliate thereof) any business of BBS (or any subsidiary or affiliate thereof) as of the date of this Agreement for product or service offerings in any way competitive with the products or services provided by BBS (or such subsidiary or affiliate thereof), or (c) otherwise interfere with BBS's (or its subsidiaries' or affiliates') employee relationships, or with BBS's customer or vendor relationships as of the date of this Agreement in any way.

During the agreement and for two (2) years ensuing the termination of this agreement, the Service Partner agrees to not provide the same or similar industry products, services, or engage in any other business of a similar nature or engage in business activity with a current BBS customer or competitor to BBS without written consent.

8. Limited Warranty/Disclaimer/Limit of Liability. BBS warrants that it shall provide the Services in a professional and workmanlike manner, except for this limited warranty, BBS hereby disclaims all other warranties, express and implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. In no event shall BBS's aggregate liability to service partner for any claim or cause of action arising out of, or related, to this agreement, exceed the total sum of all service partner fees paid by service partner to BBS during the twelve (12) months immediately preceding the date on which service partner's cause(s) of action arose. In no event shall either party be liable to the other party for any indirect, incidental, consequential or special damages, including but not limited to lost profits, even if a party has been advised of the possibility of such damages.

9. Term. The term of this Agreement shall commence as of the Effective Date and, unless terminated sooner in accordance with the express terms of this Agreement, shall continue for a period of five (5) years and shall automatically renew annually thereafter unless either party provides the other with written notice of non-renewal of this Agreement at least sixty (60) days prior to expiration of the then current term.

10. Termination. BBS has the right to remove all software relating to remote access, antivirus software, VPN connections, and other various add-on software in the event of termination. BBS may terminate this Agreement immediately in the event of a material data breach hereof that it believes denigrates its business reputation or could lead to the termination of being an authorized vendor by the ISP. Upon expiration or termination of this Agreement for any reason, if Service Partner has not already done so, Service Partner shall

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within (3) three business days of the effective date of termination or expiration: (a) return all Confidential Information and copies thereof to BBS; and (b) in accordance with BBS’s instructions, return to BBS or make available for BBS’s de-installation and retrieval of all programs/software installed by BBS up to, but not including the fingerprint software itself. In the event of a termination for breach, the terminating party shall not have any obligation to pay the breaching party for expenses related to such termination.

11. Indemnification. Service Partner shall defend and indemnify BBS, its parent, subsidiaries, affiliates, and their respective officers, directors, employees, and agents (the “**Indemnified Parties**”) from and against all claims, demands, actions, causes of action, liabilities, damages, costs and expenses (including reasonable attorneys’ fees) suffered by the Indemnified Parties and arising out of or relating to (a) breach by Service Partner of any of its representations, obligations or warranties in this Agreement, or (b) any claims by an Applicant or Agency concerning the Services

12. General. This Agreement shall be governed by the laws of the State of Illinois, excluding its conflict of law’s provisions. This Agreement constitutes the entire agreement between the parties regarding the subject matter described herein and may not be modified except in writing signed by duly authorized representatives of BBS and the Service Partner. This Agreement may not be assigned by Service Partner without the prior express written consent of BBS. Any notice required to be delivered under this Agreement shall be delivered to the parties at the addresses first set forth above via personal delivery, overnight courier, or certified mail, return receipt requested, with notice effective upon actual receipt.

13. Insurance. Service Provider agrees to obtain and maintain umbrella liability, cyber liability insurance, and General Public liability insurance with minimum limits of \$1,000,000 per occurrence for the entire duration of this Agreement. Service Provider further agrees to obtain and maintain workers’ compensation insurance with at least the statutory required minimums for coverage as well as other state or federally mandated insurance coverage. Service Provider agrees to name BBS as an additional insured on such insurance policies, to provide BBS certificates of insurance as evidence of such required insurance and to deliver to BBS copies of such insurance policies upon BBS’s request.

14. Data Breach. In the event of a data breach caused by the Service Partner or thru the Service Partner’s network/computer, the Service Partner will be responsible for contacting and informing any parties which may have been affected by the security incident. Service Partner will promptly notify BBS upon the discovery of any data breach. BBS will not be held responsible for any data breach caused by the Service Provider.

WHEREFORE, the parties have executed this Agreement by their duly authorized representatives.

BBS	Service Partner: Minooka CHSD #111
By_____	By_____
Name: Travis Bushue	Name:
Title: President, Bushue Human Resources, Inc.	Title:

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SCHEDULE A

1. Service Provider agrees to pay BBS an annual support & equipment fee of \$6,500 in exchange for one (1) Live Scan device that is leased to the Service Provider, including a scanner, laptop, camera and other hardware. The Service Provider agrees to pay BBS the annual support and equipment fee at the beginning of each new service year. In addition to the \$6,500 owed annually, Service Provider agrees to pay BBS a fee of \$27.00 per successfully submitted FEE APPLICANT fingerprint transaction that is submitted to the Service Provider's ORI number(s), and when the fingerprint record is captured by the Service Partner. The \$27.00 transaction fee is an Illinois State Police and FBI fee that is billed to BBS. BBS will pass through all Illinois State Police/FBI fees to the Service Provider at cost with no markup. The Service Provider understands that the Illinois State Police/FBI fees are subject to change, along with BBS's pass-through of this fee, at any time. BBS's per fingerprint transaction pass through fees are intended to mirror all ISP/FBI total fees. Successfully submitted transactions are defined as transactions that are submitted and recorded on the BBS server and/or processed through Federal or State Automated Fingerprint Identification System (AFIS). Any fingerprint records that are rejected and require additional fingerprint transactions to be processed, and have an additional ISP or FBI fee associated with that additional set of fingerprints, will be billed to the Service Partner. The typical ISP and FBI rejection fees (\$15.00 and \$12.00 respectively) are subject to change per the above terms.
2. Electronic Document Fee (if applicable): The Service Partner understands an electronic document fee applies to each fingerprint submission if electronic document signing and/or paperless workflows are being utilized. This unit cost is represented as \$1.00 per transaction but is subject to change as third-party fees change.
3. Service Provider and BBS agree to perform additional services at mutually agreed-upon prices.
4. Additional BBS Requirements: BBS will provide one (1) Live Scan device. Service Partner acknowledges and agrees that there may be some periods of downtime while BBS is servicing the Live Scan device. The Service Partner agrees to follow all maintenance guidelines set forth by BBS.
5. Additional Service Partner Requirements: (IF APPLICABLE) Except for the purpose described in this Agreement, the Live Scan device shall not be used by the Service Partner or any other party for any other purpose. Service Partner agrees to follow BBS policy and procedure for operating the device in accordance with BBS's contract with the ISP, IDFPR, and IDPH. These procedures and policies can include, but are not limited to, performing a fingerprint-based background check and certification from the ISP on all personnel who have contact with Applicants or the Live Scan device, protecting the privacy and security of Applicant information, operating a drug-free workplace and performing testing of any personnel suspected of using drugs. (IF APPLICABLE) Service Partner agrees to operate the Live Scan device during Service Partner's normal business hours of operation. In seeking maintenance Services for the Live Scan device, Service Partner shall comply with the terms contained in Schedule B of this Agreement. Service Partner must also adhere to all requirements in Schedules C of this Agreement. The Service Partner will be held responsible for collecting all necessary fees for submission of applicant fingerprint transactions, if necessary. If requested or required by a fingerprint contract, Service Partner agrees to clearly display BBS-provided identification that declares that they are an approved BBS service provider and Service Partner's facility must display BBS-provided signage that identifies the site as an authorized BBS service center.
6. The annual support and equipment fee of \$6,500 is based on projected volumes of the Service Partner. This annual fee includes services based on the Service Provider's enrollment size and anticipated number of fingerprint submissions per year. BBS reserves the right to adjust annual support fees the following year if certain volume thresholds are exceeded by the Service Provider. Volume associated with the "gain sharing program" is excluded from the accounting of the volume thresholds.

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7. Gain Share Program: (IF APPLICABLE) BBS agrees to pay the Service Provider a fee of 50% of profit per each fingerprint transaction that is being transmitted to an ORI number that does **not** belong to the Service Provider. Fingerprint profit is defined by the total revenue minus ISP/FBI fee per transaction. As an example, a \$60.00 fingerprint fee - \$27.00 ISP/FBI fee = \$33.00, which is shared equally between BBS and the Service Partner. The Service Provider may be asked to physically swipe a payment on behalf of BBS, or BBS will invoice these fees directly to these end-users not affiliated with the Service Provider, and/or receive all payments through its preferred financial institutions first. BBS will pay all ISP/FBI fees directly to the ISP/FBI. On a monthly basis, BBS will make payment to the Service provider in the amount of 50% of all fingerprint profits, as defined previously. The Service Provider understands that the Illinois State Police/FBI fees are subject to change at any time. Successfully submitted transactions are defined as transactions that are submitted and recorded on the BBS server and/or processed through Federal or State Automated Fingerprint Identification System (AFIS). Any fingerprint records that are rejected and require additional fingerprint transactions to be processed and have an additional ISP or FBI fee associated with that additional set of fingerprints, will be billed to the appropriate party. The typical ISP and FBI rejection fees are subject to change per the above terms.

All Pricing is CONFIDENTIAL and PROPIETARY

Service Provider Signature _____ Date: _____

BBS Signature _____ Date: _____

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SCHEDULE B - SYSTEM MAINTENANCE TERMS AND CONDITIONS

I. MAINTENANCE SERVICES

- BBS shall furnish all parts and components necessary for the service and maintenance of the System. Replacement or defective parts shall be sent to the Service Partner or installed by BBS. The cost of any and all replacement parts will be paid for by the Service Provider, regardless of the nature in which a part becomes defective. BBS may help determine if a replacement part is necessary. Replacement parts and components may be new or refurbished. In the event BBS ships replacement parts and components to an international destination, the Service Partner shall be responsible for all shipping expenses, duties, tariffs, taxes, and all other delivery related charges.
- The Service Partner agrees to provide the on-site personnel to assist BBS with troubleshooting, and installation of updates, as required.
- BBS shall furnish all parts and components necessary for the initial operation of the System. BBS's shipment of a replacement part to Service Partner will be initiated promptly after the BBS determines the need for such item.
- If BBS requires a defective part to be returned, the packaging material used in shipment of the replacement part must be reused to return the defective part. [Note: defective parts are not repaired and returned to Service Partner.] Service Partner will be invoiced for any defective parts that are not returned to BBS within two (2) weeks after receipt of the replacement part.
- Additional BBS fees will be charged to the Service Partner if the Service Partner requests additional on-site support beyond the initial installation, setup, and training. Mileage, labor, and any additional costs associated with these on-site requests will be billed at cost to the Service Partner.
- Upon Service Partners request for BBS on-site service, BBS shall use its best efforts to have a BBS employee at the Service Partners facility within a reasonable time.

II. EXCLUSIONS FROM SERVICES

A. Exclusions. The Services do not include any of the following:

- System relocation (unless additional or multiple machines are being purchased or leased)
- Additional training beyond that amount or level of training originally ordered by Service Partner
- Maintenance support or troubleshooting for Service Partner provided communication networks.
- Maintenance required to the System or its parts arising out of misuse, abuse, negligence, attachment of unauthorized components (including software), or accessories or parts, use of sub-standard supplies, or other causes beyond BBS control.
- Maintenance required due to the System being modified, damaged, altered, moved or serviced by personnel other than BBS authorized service representatives, or if parts, accessories, or components not authorized by BBS are fitted to the System.
- Maintenance required due to failures caused by Service Partner or Service Partner's software, or other software, hardware or products not licensed by BBS to Service Partner.
- Maintenance required due to failures resulting from software viruses, worms, Trojans, and any other forms of destructive or interruptive means introduced into the System.
- Maintenance required due to failures caused by Service Partner facility issues such as inadequate power sources and protection or use of the System in environmental conditions outside of those conditions specified in BBS's System documentation.

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SCHEDULE C - SERVICE PARTNER REQUIREMENTS

In addition to the terms of the Services Agreement, Service Partners must adhere to the following requirements. Failure to meet these requirements can result in termination of this Agreement.

1. Service Partner will accept all fingerprint applicant types available for fingerprinting under the state and federal contracts of BBS. (IF APPLICABLE)
2. Service Partner sites agree to operate under normal business hours, with operating hours to be determined by the Service Partner site. (IF APPLICABLE)
3. Service Partner sites must communicate any requested changes to operating schedules. Any permanent changes to operating schedules must be approved by BBS. (IF APPLICABLE)
4. Service Partner may need to re-print any applicants who receive a rejection notice from the ISP and/or FBI at no cost to BBS.
5. Service Partner is responsible for all costs related to processing errors (duplicate transmissions). BBS will not reimburse or credit the Service Partner for any fees assessed by Service Partner for Livescan transmissions resulting from duplicate transmissions from the Service Partner site.
6. Service Partner sites agree to operate their Livescan location with a high degree of professionalism, treat all applicants in a polite and courteous manner, and promptly notify BBS of any applicant related issues or incidents. Service Partner sites agree to provide adequate parking, ADA accessibility, and access to reasonable accommodations for applicants waiting for fingerprinting appointments.
7. Service Partner must maintain a fingerprint rejection rate of less than 5%.
8. Service Partner must designate at least one employee to participate in training and/or licensing programs required by the Agency, which may be at an off-site location.
9. Service Partner must provide adequate waiting areas and free parking. Service Partner agrees to provide any furniture necessary such as waiting area chairs and a table or cart for the live scan device. (IF APPLICABLE)
10. Service Partner agrees to contact the BBS by calling 217-342-3042 when any hardware or software is not in normal working order.
11. Service Partner agrees that only authorized personnel shall have physical control of and access to the Livescan and all components. When Livescan and all components are not under the physical control of authorized personnel, it shall be secured in a way that will not allow anyone else to gain possession of the equipment or gain access to the data contained on the equipment. If the Livescan becomes compromised, lost, and or stolen at any time, Service Partner agrees to immediately contact BBS's to report the matter. Any data breach that occurs as a result of the Service Partner will be the sole responsibility of the Service Partner.
12. Service Partner agrees to provide internet connectivity within ten (10) feet of the area where the Live Scan equipment is installed. Service Partner sites agree to meet the requirements for connectivity to the BBS network, to include:
 - Broadband\High Speed Connection.
 - Security system protection in front of Livescan.

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- Update Anti-virus software on a regular basis.
- Service Partner's designated fingerprint technicians must be licensed as a fingerprint vendor through the IDFPR. BBS will pay for the cost of one (1) fingerprint license. Any fees associated with additional fingerprint license requests will be paid for by the Service Provider.
- During the terms of the agreement, BBS will be the exclusive provider to the Service Provider of employment background screening and fingerprinting.

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SCHEDULE D
FEE COLLECTION AND BILLING PROCEDURES

- **PAYMENTS MADE ONSITE BY APPLICANT (IF APPLICABLE)**

For all applicants being fingerprinted on site with the Service Partner, BBS will make every attempt to invoice the requesting entity. The Service Partner records the applicant's name, and reason for fingerprinting. This information will be given to BBS in a format of BBS's choosing. This information will be logged into a document template and emailed to BBS at the end of each business day.

- **PAYMENTS MADE TO BBS IN ADVANCE OR ON TERMS (IF APPLICABLE)**

Any existing or previously agreed upon prices set between BBS and other clients with fingerprinting needs will be honored. In the event BBS has an online or monthly billing account established with an existing client, the Service Partner will not collect payment from the applicant.

- **PAYMENTS OWED TO BBS BY SERVICE PARTNER**

Service Partner will disburse payment to BBS at the beginning of each month for the previous month's transactions. The Service Partner should address all payment issues to the BBS Billing Department or the appropriate designee. Payments will be issued to BBS via mailed check. BBS will be paid in US Dollars.

- **DUPLICATE TRANSMISSIONS**

For duplicate transmissions to the ISP, the Service Partner will be held responsible for paying these fees and passing these costs onto the applicant or client, if applicable.

- **GAIN SHARING PROGRAM**

A gain is defined by the money collected exceeding the ISP/FBI fees (\$27.00). The Service Partner will be reimbursed by BBS a share of the gain for each successfully transmitted fingerprint record of an outside entity. The reimbursement amount from BBS to the Service Partner is subject to the overall fingerprint prices set in the Service Partner's market. In general, the fingerprint pricing for outside entities is mutually discussed and determined by both the Service Partner and BBS. The Service Partner's reimbursement amount should not exceed 50% of the total gain of any transaction.

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**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 ▶
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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,

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BBS Partner Site Contacts

(If your company has multiple sites, please fill in a separate form for each location or provide a spreadsheet with requested information for each location.)

Service Partner Name _____

Service Partner Address _____

Service Partner Main Contact Person _____

Phone _____

Email _____

ORI Number(s) _____

Service Partner Fingerprint Technician(s) Name _____

Phone _____

Email _____

Service Partner Fingerprint Technician(s) Name _____

Phone _____

Email _____

Service Partner Fingerprint Technician(s) Name _____

Phone _____

Email _____

IT Contact (if different) _____

Billing Contact Person _____

Phone _____

Email _____

Client Initial _____
Office Initial _____