

Legal Business & Contact Change
Includes DBA Name Change & Federal Tax ID
Bank of America Merchant Services

Date: 1/16/20 Effective Date: 1/16/20

MID #:	<u>3892069800015511</u>
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Business DBA/Legal Name: Labor Law Poster Service, LLC

*Person Requesting Change: Joseph Fata Title: President Phone #: 5173214144

*Person should be Owner, Officer or Legal Contact. Does not include Manager, Clerk etc.

	Current Value	New Value	Reason for Change
Federal Tax ID:			

NOTE: To complete the change to your Federal Tax ID #, an attached copy of your Federal Tax ID Certificate is required.

	Current Value	New Value	Reason for Change
DBA Name Update (Incorrect/Misspelled)	Mandatory Poster Agency, Inc.	Labor Law Poster Service, LLC	<i>Corporation change</i>

NOTE: If correcting the DBA Name – does not require Merchant Signature below

	Current Value	New Value	Reason for Change
Legal Name/DBA Name:	Mandatory Poster Agency, Inc.	LLPS, Inc.	<i>Corporation change</i>
Contact Name & Title*	Steve Fata, President	Justin Fata, Vice President	<i>Resigned</i>

*Note: If the Legal Signer's name has changed, please include corporate minutes or meeting notes

Before the Legal business name/DBA Name can be changed, please forward one (1) of the following supporting documents (select one)

<input checked="" type="checkbox"/> Business certificate (License or Fed Tax ID Certificate)
<input type="checkbox"/> Corporate Seal
<input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/> IRS Tax Exemption Certificate

*** BOS will forward to credit for approval. Please allow 3-5 business days upon receipt for this request ***

NOTE: DBA Name Changes cannot be updated if one or more of the following applies (Contact Telesales (1-800-443-5024 for new MPA):

Nature of Business/Industry Type is changing

Keyed transactions to swiped transactions

Change from Card Swipe to Non-Swipe or to MOTO/Internet

Merchant Signature (Required)

Date: 1/16/20

This form should be submitted through the Merchant Service Center for expedited processing

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. LLPS, Inc.	
2 Business name/disregarded entity name, if different from above Labor Law Poster Service, LLC	
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><input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate single-member LLC</p> <p><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.</p> <p><input type="checkbox"/> Other (see instructions) ►</p>	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____	
5 Address (number, street, and apt. or suite no.) See instructions. 5859 W. Saginaw Hwy., #343	Requester's name and address (optional)
6 City, state, and ZIP code Lansing, MI 48917	
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								
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

or											
Employer identification number											
3	8	-	3	4	6	8	7	9	2		

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 ►
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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.