# **Marketing Teammates**

(866)941-0353 office, (979)542-2182fax PO Box 581, Giddings, TX 78942

# **Corporate Agent Agreement**

This Agreement, made this day of \_\_\_\_\_\_, 20\_\_\_ between **Marketing Teammates a division of ZCNS, L.L.C., hereinafter** referred to as "Company", with a mailing address of PO Box 581, Giddings, TX 78942
and\_\_\_\_\_\_ hereinafter referred to as "MARKETING
TEAMMATES Agent", collectively referred to as the "Parties".

# RECITALS

MARKETING TEAMMATES Agent is	engaged in providing Sales	& Marketing services,	with their p	rincipal
place of business at address		, EIN or SSN		·

MARKETING TEAMMATES Agent represents that he or she has complied with all Federal, State, and local laws regarding business permits, sales permits, licenses, reporting requirements, tax withholding requirements, and other legal requirements of any kind that may be required to carry out said Sales and marketing activities, which are to be performed as a MARKETING TEAMMATES Agent pursuant to this Agreement. MARKETING TEAMMATES Agent is or remains open to conduction similar tasks or activities for entities other than the Company and holds him or herself out to the public to be a separate business entity.

Company desires to engage and contract for the services of the MARKETING TEAMMATES Agent to perform certain tasks as set forth below. MARKETING TEAMMATES Agent desires to enter into this Agreement and perform as an Independent Contractor for the company and is willing to do so on the terms and conditions set forth below.

**NOW, THEREFORE**, in consideration of the above recitals and the mutual promises and conditions contained in this Agreement, the Parties agree as follows:

# **1.0 APPOINTMENT OF MARKETING TEAMMATES AGENT**

Subject to the terms and under the conditions set forth in the Agreement, Company appoints MARKETING TEAMMATES Agent as a non-exclusive MARKETING TEAMMATES Agent for the solicitation of orders and the selling and distribution of "Products". In connection with the appointment of the MARKETING TEAMMATES Agent for the "Products", Company grants to MARKETING TEAMMATES Agent the right to identify itself as an authorized Agent of Company and to display, in the conduct of its duties, the various trademarks, services marks and other word and design marks that Company manufacturers use in connection with the "Products".

# **2.0 TERM**

This Agreement shall have an initial term of one (1) year, commencing on the date hereof, subject to the conditions described herein. Thereafter, subject to the conditions described herein, the Agreement shall continue in effect for successive one (1) year terms in the absence of a written notice of termination as described in Section 9.0, herein.

# 3.0 STATUS OF MARKETING TEAMMATES AGENT

This Agreement does not constitute a hiring by either party. It is the parties intention that MARKETING TEAMMATES Agent shall have an Independent Contractor status and not be an employee for any purposes, including, but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code 401(k) and other benefit payments and third party liability claims. MARKETING TEAMMATES Agent shall retain sole and absolute discretion in the manner and means of carrying out their activities and responsibilities under this Agreement. This Agreement shall not be considered or construed to be a partnership or joint venture, and the Company shall not be liable for any obligations incurred by MARKETING TEAMMATES Agent unless specifically authorized in writing. MARKETING TEAMMATES Agent shall not act as an agent of the Company, ostensibly or otherwise, nor bind the Company in any manner, unless specifically authorized to do so in writing.

# 4.0 DUTIES

MARKETING TEAMMATES Agent shall be responsible to the management and directors of Company, but MARKETING TEAMMATES Agent will not be required to follow or establish a regular or daily work schedule, MARKETING TEAMMATES Agent shall supply all necessary equipment, materials and supplies. MARKETING TEAMMATES Agent will not rely on the equipment or offices of Company for completion of tasks and duties set forth pursuant to this Agreement. Any advice given to MARKETING TEAMMATES Agent regarding Agent duties shall be considered a suggestion only, not an instruction. Company retains the right to inspect, stop, or alter the work of MARKETING TEAMMATES Agent to assure its conformity with this Agreement.

## 5.0 TAXES

In addition to the prices stated in herein, the MARKETING TEAMMATES Agent agrees to collect any and all sales taxes applicable to sales of the "Products" as directed by Company. If any customer of MARKETING TEAMMATES Agent is located within the State of Texas or if MARKETING TEAMMATES Agent is shipping "Products" to destinations located within the State of Texas. And if the customer is a Non-profit organization which is tax exempt then a Sales Tax Exemption Certificate must be filed with Company or sales tax will be charged to MARKETING TEAMMATES Agent when placing the order.

## 6.0 PRODUCT PRICING & COMMISSIONS

**6.1** Pricing and Commission structure for all MARKETING TEAMMATES.org products available to MARKETING TEAMMATES Agent may be found on the **MARKETING TEAMMATES Corporate Agent Commission Chart**.

**6.2** Product availability, pricing and commissions are subject to change at any time. Company will make all efforts to ensure MARKETING TEAMMATES Agent Commission Chart is kept current and accurate. MARKETING TEAMMATES Agent is responsible for remaining current on product availability, pricing and commissions.

**6.3** Residual commissions minus any processing charges when collected from a sales agent's merchant by ZCNS, LLC, will be paid to sales agents upon renewal of client's membership. If a client chooses to cancel its membership or fails to renew, a commission will not be paid on that account.

**6.4** Company will be responsible for the payment of commissions to MARKETING TEAMMATES Agent and the collection of monies due from MARKETING TEAMMATES Agent.

**6.5** Company will be responsible for processing of commission payments, which will go out by Friday of the week following the date of sale. Commissions earned on monthly recurring membership payments will be included in payment to agent in the week following collection. Commissions will only be paid on memberships for which payment has been received and cleared.

# 7.0 NOTICE CONCERNING WITHHOLDING OF TAXES

MARKETING TEAMMATES Agent recognizes and understands that he/she will receive an IRS 1099 tax statement, and will be required to file corporate and/or individual tax returns and to pay taxes in accordance with all provisions of applicable Federal and State law. MARKETING TEAMMATES Agent hereby promises and agrees to indemnify the Company for any damages or expenses, including attorney's fees, and legal expenses, incurred by the Company as a result of MARKETING TEAMMATES Agent's failure to make such required payments.

# 8.0 AGREEMENT TO WAIVE RIGHTS TO BENEFITS

MARKETING TEAMMATES Agent hereby waives and foregoes the right to receive any benefits given by Company to its regular employees, including, but not limited to, health benefits, vacation and sick leave benefits, profit sharing plans, such as 401(k) plans. This waiver is applicable to all non-salary benefits that might otherwise be found to accrue to the MARKETING TEAMMATES Agent by virtue of their services to Company, and is effective for the entire duration of MARKETING TEAMMATES Agent's agreement with Company. This waiver is effective independently of MARKETING TEAMMATES Agent's employment status as adjudged for taxation purposes or for any other purpose.

# 9.0 TERMINATION

**9.1** Either party, giving thirty (30) days written notice, may terminate this Agreement at any time. Such termination shall not prejudice any other remedy to which the terminating party may be entitled, either by law, in equity, or under this Agreement.

**9.2** Upon the termination or expiration of this Agreement, MARKETING TEAMMATES Agent shall cease all use of the various trademarks, service marks, and other work and marketing aspects of Company and shall thereafter duly and promptly refer to Company any and all sales inquiries, orders, correspondence and the like, whether in written or oral forms, pertaining to this agreement.

**9.3** Such termination shall not relieve MARKETING TEAMMATES Agent from any obligation under this Agreement, including but not limited to payment of any balance due to Company.

**9.4** If termination notice is given, residuals on all MARKETING TEAMMATES Agent's accounts will continue to be paid for the duration of the life of each merchant's existing contract or until a merchant terminates their agreement. The exception to payment of residuals would be if MARKETING TEAMMATES Agent's termination, directly or indirectly, resulted from any fraudulent or illegal representation, which in turn has or could bring harm to Company in any way.

# 10.0 NON-DISCLOSURE OF TRADE SECRETS, CUSTOMER LISTS AND OTHER PROPRIETARY INFORMATION

MARKETING TEAMMATES Agent agrees not to disclose or communicate, in any manner, either during or after MARKETING TEAMMATES Agent's agreement with Company, proprietary information about Company, its operations, clientele, or any other proprietary information, that relate to the business of Company including, but not limited to, the names of its customers, its marketing strategies, operations, or any other information of any kind which would be deemed confidential, a trade secret, a customer list, or other form of proprietary information of Company.

MARKETING TEAMMATES Agent acknowledges that the above information is material and confidential and that it affects the profitability of Company. MARKETING TEAMMATES Agent understands that any breach of this provision, or that of any other Confidentiality and Non-Disclosure Agreement, is a material breach of this Agreement. To the extent MARKETING TEAMMATES Agent feels they need to disclose confidential information, they may do so only after obtaining written authorization from [an officer] of the Company.

# **11.0 FORCE MAJEURE**

Company shall not be responsible to MARKETING TEAMMATES Agent for Company's failure to provide MARKETING TEAMMATES.com, SpecialsLocator.com, ZABP.org, Sitesinmytown.com, ConnectMycode.com or any accessories or services therein if same is due to labor troubles, strikes, lockouts, fires, accidents, riots, acts of government or public enemy, acts of God or for any other cause, including failure of a manufacturer to deliver any "Products" to Company.

# **12.0 NON-SOLICITATION COVENANT**

MARKETING TEAMMATES Agents shall not, during the Agreement and for a period of one year immediately following termination of this Agreement, either directly or indirectly, call on, solicit, or take away, or attempt to call on, solicit, or take away, any of the customers or clients of the Company on whom MARKETING TEAMMATES Agent called or became acquainted with during the term(s) of this Agreement, either for their own benefit, or for the benefit of any other person, firm, corporation or organization.

# **13.0 NON-RECRUIT COVENANT**

MARKETING TEAMMATES Agent shall not, during this Agreement and for a period of one year immediately following termination of this agreement, either directly or indirectly, recruit any of Company's employees for the purpose of any outside business.

# **14.0 RETURN OF PROPERTY**

Upon termination of this Agreement, or whenever requested by the parties, each party shall immediately deliver to the other party all property in its possession, or under its care and control, belonging to the other party to them, including but not limited to, proprietary information, customer lists, trade secrets, intellectual property, computers, equipment, tools, documents, plans, recordings, software, and all related records or accounting ledgers.

# **15.0 LEGAL COMPLIANCE**

MARKETING TEAMMATES Agent is encouraged to treat all company employees, customers, clients, business partners and other affiliates with respect and responsibility. MARKETING TEAMMATES Agent is required to comply with all laws, ethical codes and company policies, procedures, rules or regulations, including those forbidding sexual harassment, discrimination, and unfair business practices.

## **16.0 NOTICES**

Any notice to be given hereunder by any party to the other may be affected either by personal delivery in writing, or by mail, registered or certified, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraphs of this Agreement, but each party may change their address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt date; mailed notices shall be deemed communicated as of five (5) days after mailing. MARKETING TEAMMATES Agent agrees to keep Company current as to their business and mailing addresses, as well as telephone, facsimile, e-mail and cell numbers.

## **17.0 ATTORNEY'S FEES AND COSTS**

If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements incurred both before and after judgment in addition to any other relief to which such party may be entitled.

## **18.0 MEDIATION AND ARBITRATION**

Any controversy between the parties to this Agreement involving the construction or application of any of the terms, provisions, or conditions of this Agreement, shall on written request of either party served on the other, be submitted first to mediation and then if still unresolved to binding arbitration. Said mediation or binding arbitration shall comply with and be governed by the provisions of the American Arbitration Association for Commercial Disputes unless the Parties stipulate otherwise. The attorneys' fees and costs of arbitration shall be borne by the losing party, as set forth in paragraph 17.0 above, unless the Parties stipulate otherwise, or in such proportions, as the arbitrator shall decide.

### **19.0 INDEMNIFICATION**

MARKETING TEAMMATES Agent shall defend, indemnify, hold harmless, and insure Company from any and all damages expenses or liability resulting from or arising out of, any negligence or misconduct on MARKETING TEAMMATES Agent's part, or from any breach or default of this Agreement, which is caused or occasioned by the acts of MARKETING TEAMMATES Agent. MARKETING TEAMMATES Agent shall insure that he/she takes all actions necessary to comply with the terms and conditions set forth in this Agreement. MARKETING TEAMMATES Agent shall name Company as an additional insured on all related insurance policies and general liability.

## **20.0 CONTAINMENT OF ENTIRE AGREEMENT**

This Agreement is an independent document and supersedes any and all other Agreements, either oral or in writing, between the parties hereto, except for any separately signed Confidentiality, Trade Secret, Non-Compete or Non-Disclosure Agreements to the extent that these terms are not in conflict with those set forth herein.

### **21.0 REPRESENTATION**

Each party of this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party hereto, or anyone acting on behalf of any party hereto, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only if it is in writing, signed and dated by all parties hereto.

## 22.0 PARTIAL INVALIDITY

If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

# 23.0 GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by, and construed under, the laws of the State of: **Texas**, Jurisdiction and venue for all purposes shall be in the **County of Lee, State of Texas**.

Executed this day of, 20			
MARKETING TEAMMATES Agent Print Name	MARKETING TEAMMATES Agent Signature	Date	
Pres./VP Marketing Teammates Print Name	Pres. /VP, Marketing Teammates Signature	Date	

# MARKETING TEAMMATES, ZCNS, LLC CONTACT INFORMATION

All communications and questions relating to the ordering and distribution of Marketing Teammates, ZABP.org, SpecialsLocator.com, or Sitesinmytown.com products and materials should be directed to the following mailing & shipping address:

Marketing Teammates PO Box 581 Giddings, TX 78942 Email: info@marketingteammates.com Phone: 866-941-0353 Fax: 979-542-2182 Name (as shown on your income tax return)

page 2.	Business name/disregarded entity name, if different from above		
uo	Check appropriate box for federal tax classification:		
Print or type Specific Instructions	Individual/sole proprietor C Corporation S Corporation Partnership Tr	ust/estate Exempt payee	
Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)			
pecifi	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
See <b>S</b>	City, state, and ZIP code		
	List account number(s) here (optional)		
Par	t Taxpayer Identification Number (TIN)		
	your TIN in the appropriate box. The TIN provided must match the name given on the "Name"		
reside entitie	oid backup withholding. For individuals, this is your social security number (SSN). However, is ent alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For eas, it is your employer identification number (EIN). If you do not have a number, see <i>How to</i> given page 3.	other – –	
	. If the account is in more than one name, see the chart on page 4 for guidelines on whose	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
- 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 ►		

## **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. Date >

**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.

Initials:

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,

 $\bullet$  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 a percentage 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 epened 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.

#### **Updating Your Information**

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

#### Penalties

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

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

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

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

#### Specific Instructions

#### 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/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner Initials:

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/ disregarded entity name" line.

#### 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/ disregarded entity 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 following chart 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 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, 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 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 item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**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:
<ol> <li>Individual</li> <li>Two or more individuals (joint account)</li> </ol>	The individual The actual owner of the account or, if combined funds, the first individual on the account '
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
<ol> <li>a. The usual revocable savings trust (grantor is also trustee)</li> <li>b. So-called trust account that is not a legal or valid trust under state law</li> </ol>	The grantor-trustee '
<ol> <li>Sole proprietorship or disregarded entity owned by an individual</li> </ol>	The owner <sup>3</sup>
<ol> <li>Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))</li> </ol>	The grantor*
For this type of account:	Give name and EIN of:
<ol> <li>Disregarded entity not owned by an individual</li> </ol>	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
<ol> <li>Corporation or LLC electing corporate status on Form 8832 or Form 2553</li> </ol>	The corporation
<ol> <li>Association, club, religious, charitable, educational, or other tax-exempt organization</li> </ol>	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
<ol> <li>Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))</li> </ol>	The trust

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

#### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, 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.

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

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

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

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 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.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

- <sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.
- <sup>2</sup> Circle the minor's name and furnish the minor's SSN.
- <sup>3</sup>You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if
- you have one), but the IRS encourages you to use your SSN. <sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.
- \*Note. Grantor also must provide a Form W-9 to trustee of trust.

#### **Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District

of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

# **Marketing Teammates Commission Chart 080114**

Online registration with Agent MT code: These are current prices as of 08/01/14

online registration with Agent wit code. These are current prices as of 00/01/14					
Type of Sale:	Frequency	Price	Agent		
Application fee on all account set ups	One-time	Current	100%		
Silver	Annually	\$75.00	\$50.00		
Silver Plus	Monthly	\$25.00	<b>50%</b>		
Platinum*	Monthly	\$50.00	<b>50%</b>		
*Note: Agent can set any price between \$25-\$50 and earn 50% on Platinum a	ccounts.				
FOR NON-PROFIT/FUNDRAISING SILVER PLUS REGISTRATIONS ONLY:					
NP Silver Plus Account Registration Agent Share	Monthly	\$25.00	30%		
NP Silver Plus Account Registration Non-Profit Share	Monthly	\$25.00	40%		
Additional Campaigns- Traveler's, Manager's, or Community Birthday	Clubs:				
Add a Business to multiple Campaigns for different areas	Annually	\$50.00	80%		
Agent Price list Non-Online Purchases:					
1000 Full Color Business Cards - no proof/guarantee	incl shipping	\$75.00	20%		
Window Clings-All Types set of 2	incl shipping	\$20.00	50%		
2x3 Banner - All Types (1)	incl shipping	\$45.00	10%		
Agent Materials Pricing For Travelers Program:					
1000 handout cards	incl shipping	\$50.00			
2500 handout cards	incl shipping	\$75.00			
5000 handout cards	incl shipping	\$100.00			
7500 handout cards	incl shipping	\$150.00			
10,000 handout cards	incl shipping	\$175.00			
5x7 Campaign Signs (set of 5) full color, ready for insert	incl shipping	\$10.00			
All Printing Handouts and Signage above are subject to change based on suppliers pricing.					

Order 5x7 Acrylic Display Stands direct at www.Displays2Go.com, sku is: ASH57BCC

MT Agent Initial set-up fee is \$75.00, which includes 1000 Business Cards and a Platinum Account. Set up Fee is due when turning in MT Agent Agreement. Make check payable to: Marketing Teammates