

NEW VENDOR PACKAGE

Thank you for your interest in becoming a Campus Advantage vendor and servicing one or more of our managed properties! This letter is intended to assist you in understanding our vendor onboarding requirements, so we can begin utilizing your services and pay your invoices in a timely manner.

HOW TO BECOME AN APPROVED VENDOR:

STEP 1

Complete the attached **Vendor Application Form** and submit to the property manager with your **Form W-9** (Request for Taxpayer Identification Number and Certification).

STEP 2

To reduce paper, expedite payments, and increase efficiencies, we encourage vendors to **submit invoices electronically** by enrolling in our OpsTechnology™ Portal. **To register for OpsTechnology™ :**

- Visit **campusadvantage.opstechnology.com**.
- Click on the "PART TWO: OPSTECHNOLOGY" link at the top of the page.
- Click "REGISTER" under the Electronic Invoice column.
- Enter the Campus Advantage passcode: 2385773.

Once you register and start sending electronic invoices, please do not mail paper invoices to the property. While setting up electronic invoicing, we understand that you may need to submit paper invoices for a brief period. Make sure that the property/customer name is on your invoice and mail it to:

[Property Name]

PO Box 111159, Carrollton, TX 75011

STEP 3

If you are a vendor that requires insurance or license verification to perform work on our property(s) (such as landscapers, plumbers, painters, and cleaners), you will be directly contacted by our vendor compliance partner, Compliance Depot™, within a few days after submitting your Vendor Application Form. You will be required to enroll in Compliance Depot and submit your insurance via an online portal or fax for final review and verification.

For more information, call **(888) 493-6938 (Option 3)** or visit **www.compliancedepot.com/webapp/login.aspx**

Vendor Application Form

Vendor/DBA Name

Tax ID

Legal Name

Remit Address

Contact Name

Contact Phone No. and
Email Address

Description of Work to
be Performed

On-site/Off-site Vendor

On-site

☐

On-site vendors are Landscapers, Painters, Cleaners, Plumbers, Office Equipment Repair Techs, Carpet Installers, Pool Cleaners, Security Companies, etc.

Off-Site

☐

Off-site vendors are Attorneys, Insurance Companies, Utility Providers, Delivery Service, Copier Supply, Uniform/Linen Providers, etc.

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

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

More Information on OpsTechnology

OpsTechnology offers e-procurement technology, designed specifically for the apartment industry, to improve the procurement process for buyers and suppliers. This application can lower transaction costs for both of us and offer other value-added services through the use of technology that would otherwise be difficult to realize. We believe OpsTechnology understands real estate procurement needs and offers the best technology solution without infringing on our existing customer-supplier relationship. Some of the benefits you will begin to see immediately include the following:

- * Suppliers save money because they will invoice all of their OpsTechnology customers online — suppliers will no longer spend time sending invoices by mail, filing and storing invoices, correcting invoicing errors, and following up on late payments. All of their invoices are received instantly.
- * All invoices have guaranteed delivery via the OpsTechnology application. With mail and email, there are no guarantees that the invoice will be received.
- * Suppliers can access and modify data from any internet connection, on any day of the year, and at any time.
- * Free marketing! Suppliers have the opportunity to gain business with other management companies. All customers can view and use our suppliers at <http://community.opstechnology.com>.
- * OpsTechnology seamlessly integrates with QuickBooks.
- * Suppliers can view payment information through OpsTechnology.



Dear Vendor:

Thank you for your interest in becoming a vendor for our community. In order for us to proceed with services, you will need to be certified through Compliance Depot. Compliance Depot is a third-party provider responsible for administering our Vendor Compliance Program.

Compliance Depot will gather insurance documents, a W-9, a vendor agreement, and any other applicable information we need in order to designate you as an approved vendor on our property's vendor list. You may obtain a sample insurance certificate that you may share with your insurance provider, a blank W-9, and our vendor agreement directly from Compliance Depot.

You can contact Compliance Depot at (888) 493-6938. Please select option 5 to initiate your enrollment process. To check the status of your account, please select option 6. You can also visit their website at www.compliancedepot.net. Please be advised that there is a fee associated with the enrollment process. Compliance Depot has customer representatives available Monday through Friday from 7:30 a.m. to 6:30 p.m. Central Time to assist you or your insurance agent with any questions.

All documents may be submitted to Compliance Depot via fax at (214) 291-8910. Please include a cover sheet with the name of your company and reference that the documents are for our property. (See our property information below.)

We look forward to working with you in the future!

Sincerely,

Campus Advantage