

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type. See Specific Instructions on page 3.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Keisha Marie Webb</b>		
	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 <b>one</b> of the following seven boxes.		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) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1802 Crystal Downs Ln</b>		Requester's name and address (optional)
6 City, state, and ZIP code <b>Raleigh NC 27604</b>			
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.

<b>Social security number</b>										
5	7	8	-	8	2	-	5	7	2	9
or										
<b>Employer identification number</b>										
			-							

### 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.

<b>Sign Here</b>	Signature of U.S. person ▶ <b>Keisha Marie Webb</b>	Date ▶ <b>11/24/20</b>
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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](http://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.*

25. Each Signing Agent/Independent Contractor shall perform services in an honest, fair, and unbiased manner. Each signing agent shall at all times give precedence to the requirements of the law over the expectations of any party.
26. While documents are in the possession of NotaryGO or any Signing Agent/Independent Contractor, the same shall be secured from public sight behind a locked barrier with access only by NotaryGO or the Signing Agent/Independent Contractor. Pickup and delivery will be handled only by NotaryGO or a Signing Agent/Independent Contractor, unless other arrangements have been made by an authorized representative of the Client.
27. The signing agent who accepts the order must be the notary who completes the notary work. Signing Agents are NOT to farm out any work to other signing agents.

**Notary Seal and Journal: Inspection.**

Each Signing Agent/Independent Contractor shall safeguard his or her seal and notary journal at all times from third persons in order to prevent unauthorized use of such seal and/or journal. Each Signing Agent/Independent Contractor shall make his or her seal and/or notary journal available for inspection and photocopying by NotaryGO at such times NotaryGO may reasonably request.

*The Signing Agent/Independent Contractor has a responsibility to report complaints to NotaryGO management immediately following the appointment. Please watch for trigger language, consumer criticism and consumer media buzz language.*

**By signing below, you are acknowledging that you have read the rules above and that you agree to provide services to NotaryGO as a Signing Agent/Independent Contractor.** Signing Agent/Independent Contractor agrees that termination of service to NotaryGO shall not release Signing Agent/Independent Contractor from obligations under the above paragraphs.

**SURVIVAL**

**All provisions of this Agreement and related obligations concerning indemnification, security, privacy, confidentiality, and representations and warranties shall survive the termination of this Agreement.**

**SEVERABILITY**

**If any provision of this Agreement shall be held invalid for any reason, then such provision shall be severed from the remaining provisions of this Agreement and shall not affect the validity or enforceability of the other provisions of this Agreement, unless the invalidity of any such provision deprives any of the economic benefit intended to be conferred by this Agreement.**

  
 \_\_\_\_\_  
**Signing Agent Signature**

Keisha Webb  
 \_\_\_\_\_  
**Signing Agent – Print Name**

11/24/20  
 \_\_\_\_\_  
**DATE**

# NOTARYGO

## NATIONWIDE SIGNING SOLUTIONS

The purpose of this Service Agreement is to establish a working relationship, in writing, between NotaryGO, and the Signing Agent/Independent Contractor engaged by NotaryGO to conduct signing services.

This Service Agreement will discuss the topic of privacy, business information (client list), service level requirements and payment information.

### **HEADINGS**

The headings contained in this Agreement are for convenience purposes only and shall have no effect on the interpretation of this Agreement.

### **PRIVACY**

In accordance with the requirements of the Gramm-Leach-Bliley Act and other applicable statutes and regulations regarding privacy rights, Confidential Consumer Information may not be disclosed or used for any other purpose other than to carry out the purposes for which NotaryGO disclosed, or authorized or caused the disclosure of, the information, including use or disclosure as required by law. Signing Agent/Independent Contractor will safeguard all information to prevent the inadvertent disclosure of such Confidential Information.

“Confidential Information” shall mean any and all Nonpublic Personal Information provided by NotaryGO and its Client regardless of the form in which such information is disclosed. Signing Agent/Independent Contractor agrees that they have antivirus software on computer, latest OS and patches, only use computer to access website and sensitive information in a trusted network – no coffee shops – etc. Signing Agent/Independent Contractor shall adopt appropriate technical and organizational measures to protect Personal Identifiable Information (PII) against accidental, unauthorized or unlawful processing, destruction, loss, alteration, disclosure and access, in particular where processing involves the transmission of PII over a network, and against all unlawful processing.

### **BUSINESS INFORMATION (CLIENT LIST)**

Signing Agent/Independent Contractor acknowledges and agrees that all business information including client list (companies that NotaryGO has agreed to obtain notarizations for and the persons whose signatures are notarized under the Agreement with NotaryGO) and all other business information specific to NotaryGO is confidential and a valuable asset of NotaryGO or its corporate Client as the case may be. Except for information that is a matter of public record, Signing Agent/Independent Contractor shall not disclose any confidential information for the benefit of the Signing Agent/Independent Contractor or any other person without prior consent of NotaryGO.

**SIGNING AGENT/INDEPENDENT CONTRACTOR**

It is understood that this Agreement does not constitute an employment agreement and that the status of the Signing Agent/Independent Contractor and any officers, employees and agents of the Signing Agent/Independent Contractor is that of a Signing Agent/Independent Contractor and not that of an employee or agent of NotaryGO. The Signing Agent/Independent Contractor will not, directly or indirectly, act as an agent, servant or employee of NotaryGO, or make any commitments or incur any liabilities on behalf of NotaryGO.

**BUSINESS OF CONTRACTOR**

The Signing Agent/Independent Contractor represents and warrants to NotaryGO that the Signing Agent/Independent Contractor is engaged in an independent calling and has complied with all local, state, and federal laws regarding business permits and licenses that may be required to carry out the independent calling and to perform the services specified in this Agreement. Upon request by NotaryGO, the Signing Agent/Independent Contractor shall provide NotaryGO with copies of all documents reasonably requested by NotaryGO to verify the Signing Agent/Independent Contractor's established business and the representations set forth herein. Notwithstanding any due diligence performed by NotaryGO with respect to the subject matter of these representations, the Signing Agent/Independent Contractor shall indemnify and hold NotaryGO, its directors and officers, and its agents and employees, harmless from any and all claims, causes of action, losses, damage, liabilities, costs and expenses, including attorney fees, arising from breach of the representations set forth in this section.

**INDEMNIFICATION**

Signing Agent/Independent Contractor does hereby agree to defend, indemnify and hold harmless NotaryGO, and their trustees, officers, employees, agents, contractors, and servants from any and all claims and liabilities of any type or nature whatsoever arising out of any act, omission or negligence by Independent Contractor/Signing Agent, its officers, employees, agents, contractors or servants which may now or hereafter arise out of or result from or in any way be related to the provision of services pursuant to this Agreement.

**DISPUTE RESOLUTION**

Any action, dispute, claim or controversy of any kind, whether in contract or tort, statutory or common law, legal or equitable, now existing or hereafter arising under or in connection with, or in any way pertaining to, this Agreement (each, a "Dispute") will be attempted to be resolved through internal processes expeditiously, amicably, and at the level within each party's organization that is most knowledgeable about the disputed issue. In the event a dispute is not resolved by internal processes, the prevailing party is entitled to recover its reasonable attorney fees (including, if applicable, reasonable charges for in-house counsel), court costs and other legal expenses from the non- prevailing party. The laws of the State of California shall govern this Agreement, excluding any applicable conflict of law provisions and each party hereto submits to sole and exclusive jurisdiction and venue in the state and federal courts of California.

**ASSIGNMENT**

NotaryGO may assign any or all of its rights and duties under this Agreement at any time and from time to time without the consent of the Signing Agent/Independent Contractor. The Signing Agent/Independent Contractor may not assign any of its rights or duties under this assignment without the prior approval and consent of NotaryGO.

**SIGNING AGENT/INDEPENDENT CONTRACTOR'S BACKGROUND REPORT**

The Signing Agent/Independent Contractor agrees to provide a background report from a 3<sup>rd</sup> party Consumer Reporting Agency approved by NotaryGO or allow NotaryGO to use BackgroundsOnline.com or another 3<sup>rd</sup> party Consumer Reporting Agency to conduct a background investigation and provide NotaryGO with a background report on the Signing Agent/Independent Contractor prior to the Signing Agent/Independent Contractor performing signing services for NotaryGO and its Clients. The Signing Agent/Independent Contractor update their background report within 15 days of the annual anniversary of the previous background check, either by providing a background report from an approved 3<sup>rd</sup> party Consumer Reporting Agency conducted within 15 days of the annual anniversary of the previous background check or by allowing NotaryGO to use BackgroundsOnline.com or another 3<sup>rd</sup> party Consumer Reporting Agency to conduct a background investigation and provide NotaryGO with the background report.

**COMPLIANCE WITH LAWS**

Each party shall, in the performance of all of its rights and obligations under this Agreement, comply with all applicable laws, rules, regulations and by-laws and with all orders, decrees, policies and directives issued by applicable governmental authorities. Nothing in this Agreement shall be construed as requiring either party to perform its obligations hereunder, where such performance shall constitute an infringement, contravention, breach or interference with any third party.

To the extent that the regulations referred to in clause 1 of the Compliance with Laws section of this Agreement are advisory rather than mandatory, the standard of compliance to be achieved by each party will be the best practice of the relevant industry.

**PAYMENT INFORMATION**

It is the responsibility of the Signing Agent/Independent Contractor to confirm the fee listed on their order confirmation is the correct amount for final payment. No verbal agreements will be honored. NotaryGO does not pay a print fee if the order cancels prior to the scheduled signing time.

NotaryGO pays on a month-to-month basis. NotaryGO generates checks at the end of the month for the previous months' work. You must provide a social security or EIN number and valid copy of your notary and/or attorney license prior to your payment. If you receive earnings over \$600 in a calendar year, you will receive a 1099 for that year in accordance to the IRS.

**We render payable statements for services and related charges on a monthly basis. We email to you on the 15<sup>th</sup> day of every month for the previous months' work. Upon receipt, you agree to review the statement and to advise us immediately of any question or disagreement as to any of the fees or charges reflected on that statement so that any errors or disagreements may be quickly and timely corrected and/or resolved.**

**If you fail to advise us in writing within seven (7) days of the date of the emailed statement that you question any part of the billing, you will be deemed to have no questions and agree that the billing is accurate and proper.**

NotaryGO pays the full fee for showing up to the home whether or not the signer arrives.

Exceptions include:

1. JGW - Appointments must be confirmed with the signer prior to going out to signing. If you can't reach signer 30 minutes prior to appointment time, please contact NotaryGO immediately.

Possible fee reductions may include the following:

1. AHT – \$20.00 fee reduction for documents that do not make same day pick-up.
2. CWU - \$5.00-\$10.00 Fee reductions for funding delays (missing copies of I.D.'s, docs missing signatures, missing immediate fax backs, etc.)

## **SERVICE LEVEL REQUIREMENTS**

1. **CALL FROM THE APPOINTMENT** – This is **THE MOST IMPORTANT RULE** at NotaryGO!
2. **ALWAYS FOLLOW APPLICABLE RULES OF PROFESSIONAL CONDUCT**- If you have any ethical conflicts or concerns, please call NotaryGO immediately!
3. **FAX BACK REQUIREMENT**– Every file signed requires a fax back to NotaryGO unless stated on the confirmation. Please read your confirmation for instructions. Please use the fax back cover sheet sent with confirmation to fax back requested documents per instructions given. This is the 2<sup>nd</sup> most important rule at NotaryGO!
4. **RETURNING DOCUMENTS** – All documents **must be dropped** by the next business day in time to make pick up (UPS or Fed Ex). This is the 3<sup>rd</sup> most important rule at NotaryGO! Be sure documents remain in the Signing Agent/Independent Contractor possession at all times. Documents are not to be given to a third party under any circumstances. It is the responsibility of the Signing Agent/Independent Contractor to make sure the package is delivered to Fed Ex/UPS or USPS.
5. **SIGNER CONFIRMATION** – Please call the signer to confirm your appointment as soon as you receive your appointment confirmation from NotaryGO.
6. **FRIEND/CHILD/PET** – It is **NEVER** permissible to bring a friend, child or pet to an appointment.
7. **APPEARANCE** – Casual business attire please (no jeans, t-shirts, shorts, etc...)
8. **PRINTING DOCUMENTS** – Documents cannot be “shrunk”, cut-off or faded. All documents must be printed on single-sided, white paper.
9. **HIGHLIGHTER / WHITE-OUT** – **NEVER** use highlighter or whiteout on any document.
10. **APPOINTMENT TIMES/DATES** – **NEVER** change an appointment time/date without contacting NotaryGO. If the signer requests a time change, please call NotaryGO immediately. Documents may be date sensitive and may not be able to be signed at a later date.
11. **BEING LATE** – If you are going to be more than 15 minutes late, please call the signer or NotaryGO (so we can call the signer for you).
12. **SIGNER NO-SHOWS** – Please notify NotaryGO if a signer does not show up. Always wait 30 minutes for a signer. Please leave some correspondence on the front door. It is the expectation of NotaryGO that the Signing Agent/Independent Contractor will always go to the signer’s home whether or not they are able to confirm the appointment with the signer.
13. **SIGNER NO-SIGNS** – If a signer is reluctant to sign call NotaryGO – We have after hour contact information for our Signing Agent/Independent Contractor. We should be able to assist.
14. **BALL POINT PEN** – Only use a ballpoint pen (never felt tip, etc.) when signing legal documents.
15. **BLACK / BLUE INK** – Only use a ballpoint pen with black or blue ink. Check the signing instructions to find out which color is needed. NotaryGO will also tell you this when you call in from the signing.
16. **COMPETITION** – Never bring up the name of another competing client when doing a signing. You are to represent only the Client on the paperwork. Failure to follow this rule will result in the termination of your relationship with NotaryGO.

17. **FUNDING DATES** – NEVER speculate when a signer’s transaction will fund. Tell them to call their Client Representative...period!

18. **SIGNATURES** – ALWAYS sign the documents EXACTLY AS THEY ARE PRINTED!!!!

**Do not “under-sign” documents!** For example, if the documents indicate the signer’s name is “James Phillip Smith,” the signer must sign as “James Phillip Smith”. Documents signed with any other variation of this name will need to be re-signed. If you have a signer that is adamant about signing with a name variation, please contact Notary Go.

**This can only be signed as James Phillip Smith**

This **cannot** be signed as Jim Phillip Smith

This **cannot** be signed as James P. Smith

This **cannot** be signed as J.P. Smith

This **cannot** be signed as James Smith

19. **QC YOUR DOCUMENTS BEFORE YOU LEAVE THE APPOINTMENT** – NotaryGO requests every Signing Agent/Independent Contractor takes five minutes at the end of each appointment to make one pass through the documents to make sure that:

1. Every document is signed exactly as it is typed.
2. Documents that required initials are initialed correctly.
3. All notary documents are signed, dated, completed and sealed.

20. **DOCUMENT DESTRUCTION POLICY**- All documents containing “Non-Public Information -NPI” must be handled in a secure manner. Should your appointment **CANCEL, NO-SIGN, NO SHOW, OR RESCHEDULE** to a later date and the current documents are no longer valid, they must be shredded right away. If you are instructed to hold the documents for any reason they must be kept in a secure locked location until action is requested.

### **Scope of Services**

21. No Signing Agent/Independent Contractor shall accept nor hold any cash or other items for deposit or transmittal. Each such person shall instead direct that all such items be transmitted directly to the Client. Notwithstanding the foregoing, however, any Signing Agent/Independent Contractor may accept such items for transmittal to the Client if contained in a sealed envelope or other enclosure. In that event, all such items shall be immediately transmitted to the Client no later than the conclusion of the next regular business day. Each Signing Agent/Independent Contractor shall at all times keep any and all documents and items safe and secure while the same are in the possession of the Signing Agent/Independent Contractor.
22. No Signing Agent/Independent Contractor shall answer any substantive questions concerning any escrow transaction, but will instead refer all such questions to NotaryGO. NotaryGO shall designate a person who will respond to all such questions within twenty-four (24) hours, or if received during a weekend, no later than the conclusion of the next regular business day.
23. Each Signing Agent/Independent Contractor shall only accept documents for signing directly from NotaryGO, never from the Client or any other party, without first obtaining the written approval of NotaryGO.
24. Each Signing Agent/Independent Contractor shall act as an impartial third party, and shall not profit or gain from any services provided hereunder, other than the compensation payable by NotaryGO for performing the services pursuant to this Agreement.