



PROFESSIONAL PROPERTY MANAGEMENT

1114 17TH AVENUE SOUTH • SUITE 101 • NASHVILLE, TN 37212
(615) 383-1777 • FAX (615) 383-2260
http://www.timmonsprop.com
e-mail: timmons@timmonsprop.com



NEW VENDOR INFORMATION PACKET

Please complete the following information and return. This information is used for solely for tax reporting purposes. Timmons Properties Inc. is a third-party property management company tasked with the responsibility to process check payments for vendors, once invoices are approved by the Board of Directors. Timmons Properties is not liable for any the payment of any invoice the HOA Board of Directors does not approve. The following Homeowners Association Board of Directors wish to request this vendor and his/her services.

Homeowners' Association: _____ Date: _____

YOUR COMPANY INFORMATION

Please be sure to print clearly & legibly.

Name of Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell _____

Email: _____

Social Security Number: _____ Incorporated _____

Federal Tax Identification Number: _____ State: _____

The following documents are required before any work may begin:

- Valid Certificate of Insurance with Timmons Properties and the HOA listed as additional parties.
- Proof of Workers Compensation Insurance must be provided for all contractors with employees. If you intend to use a sub-contractor, a Workers Compensation Certificate is required for them as well. Individuals doing business may provide proof of exemption of Workers Compensation Insurance from the State of TN.

Failure to provide any of the above information will delay the payment of your invoices. Please sign and date and return this form and all required documentation to Timmons Properties, Inc. for processing.

Printed Name

Signature

Date

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.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>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> <p><input 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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

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.



Thank you for signing up to be a vendor with Timmons Properties, Inc.

Timmons Properties contracts with a 3rd party company, AvidXchange, for the payments to our vendors. You will soon be contacted by them directly via phone or email: supplier@avidxchange.com. If you need to contact them at any time, their phone number is 800-560-9305 or contact them via email at supplier@avidxchange.com.

We have attached 3 different methods of payments that you can receive as a vendor through AvidXchange. Please keep in mind the fees associated with receiving your payments via Credit Card or Bank Transfer. Timmons Properties is not responsible for late payments or fees associated to the payment methods you choose.

When submitting an invoice, please follow the instructions below:

- Please ensure the entire community's name and address is listed on the invoice, not Timmons Properties
- Ensure that you have a date due on the invoice
- Please email the invoice and supporting documents, if necessary, directly to AP@timmonsprop.com

We look forward to developing a great relationship with you and your company.

GET PAID BY CHECK

WELCOME TO AVIDXCHANGE

Your customer is now using AvidXchange to automate their accounts payable and payment process. For you, that means seamless, accurate and secure payments with delivery options that can get you paid faster.

How It Works

Since your customer still has complete control over their cashflow, you'll simply send invoices as requested. When your customer approves your invoice for payment, you'll receive a check delivered by USPS within **7 – 10 business days**.



30 Day Deposit Reminder

Our team will follow-up with you on any checks that have not been deposited after 30 days. Keep in mind that checks are valid for 90 days from the check date.



WANT TO GET PAID FASTER?

We offer two electronic payment options which can get you paid faster.

Mastercard

Mastercard is our most popular, fastest and secure payment method. You can receive payment by email within **one business day** after payment approval. This option delivers you a one-time use, virtual Mastercard every time an invoice is approved for payment.

Fees from your merchant account may apply.

AvidPay Direct

AvidPay Direct is our enhanced Direct Deposit option. You can receive direct deposit within **three business days** after payment approval. This payment option delivers funds directly to your bank account and emails you remittance data for simple reconciliation.

Variable transaction fees may apply.



* Invoice and payment approval is at the discretion of the customer. Timelines may vary.

Ready to Get Paid Faster?

Simply reach out to your AvidXchange representative or email supplier@avidxchange.com to get started.



AvidXchange is the industry leader in automating invoice and payment processes for mid-market businesses. Founded in the year 2000, AvidXchange processed 9.5 million payments last year across its network of more than 500,000 suppliers, transforming the way 5,500 customers in North America pay their bills.

Learn more at avidxchange.com

GET PAID FASTER WITH MASTERCARD

WELCOME TO AVIDXCHANGE

Your customer is now using AvidXchange to automate their accounts payable and payment process. For you, that means seamless, accurate and secure payments with delivery options that can get you paid faster.

Mastercard is our most popular, fastest and secure payment method. This payment option delivers a one-time use, virtual Mastercard by email within **one business day** after payment approval.

The Benefits of Accepting Mastercard



Fast

Get paid by email within one business day after payment approval.



Safe

Receive secure payments delivered on your terms.



Paperless

Reduce waste by eliminating the need for paper checks.



Accessible

Easily search and maintain digital payment remittances from your Inbox.

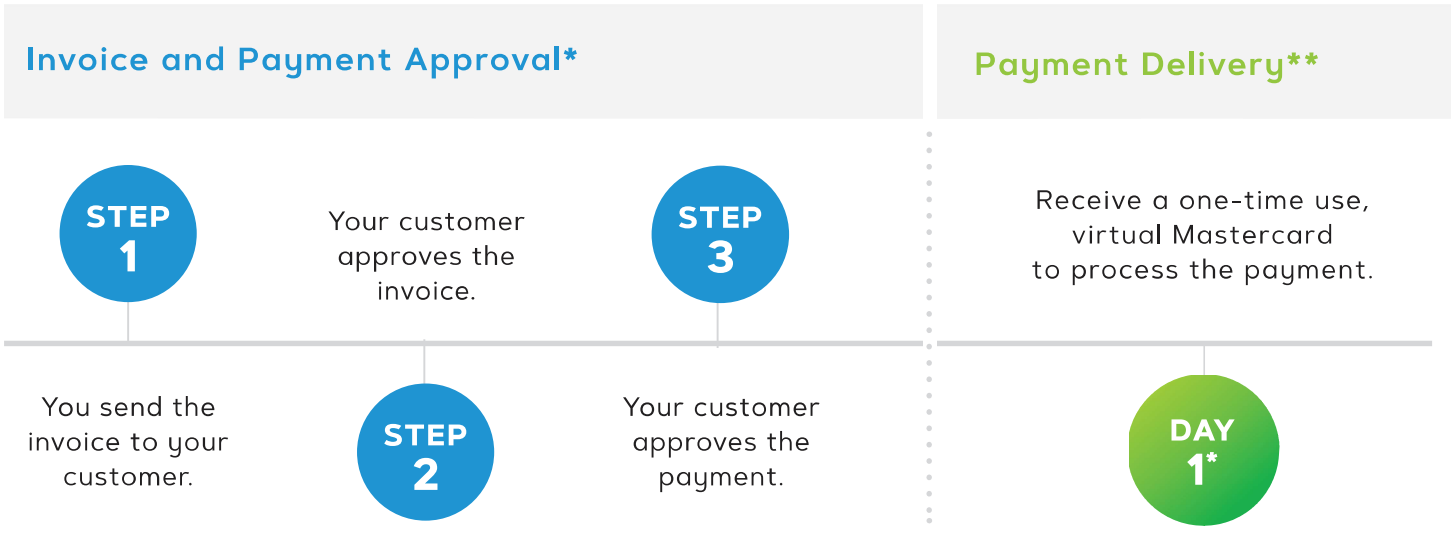


Support

Access to our dedicated Supplier Care Team to help answer any of your payment questions.

How It Works

Since your customer still has complete control over their cashflow, you'll simply send invoices as requested. When your customer approves your invoice for payment, a one-time use, virtual Mastercard will be issued to you along with rich [remittance data](#) for easy reconciliation.



*Invoice and payment approval is at the discretion of the customer. Timelines may vary.

*When delivered by automated email.

**Fees from your merchant account can apply.

MASTERCARD DELIVERY OPTIONS:

You can receive your one-time use, virtual Mastercard through a variety of delivery options.



Receive an automated email* with a secure link.



Process the payment over the phone with your team or through an available IVR service.



Paid online through your web-based payment portal.



Get a credit card authorization form faxed or emailed to your AR Department.

*Non-automated emails are available for businesses who cannot receive automated emails.

Once you receive the virtual Mastercard, simply process the payment just like any standard credit card. We'll also email you remittance data after you've processed the payment.

Ready to Get Started?

Simply fill out the form below and email it back to your AvidXchange representative or to supplier@avidxchange.com.

MASTERCARD PAYMENT REGISTRATION FORM

First Name: _____

Last Name: _____

Email Address: _____

Email Address for Remittance Data: _____

Phone Number: _____ Pref. Language _____

PAYMENT INFORMATION

Automated Email Phone Online Portal Fax Non-Automated Email

Please provide any additional information we'll need to know to deliver your payment. For example, email address, online portal information or phone or fax number:

Do you have any fees associated with Mastercard payments?

Yes No

If yes, please explain: _____

Do you have any transaction or frequency limits when accepting Mastercard payments?

Yes No

If yes, please explain: _____

Please send this form back to your AvidXchange representative or to supplier@avidxchange.com.

Please include a copy of your W9 as an attachment.



AvidXchange is the industry leader in automating invoice and payment processes for mid-market businesses. Founded in the year 2000, AvidXchange processed 9.5 million payments last year across its network of more than 500,000 suppliers, transforming the way 5,500 customers in North America pay their bills.

[Learn more at avidxchange.com](http://avidxchange.com)

GET PAID FASTER WITH AVIDPAY DIRECT

WELCOME TO AVIDXCHANGE

Your customer is now using AvidXchange to automate their accounts payable and payment process. For you, that means seamless, accurate and secure payments with delivery options that can get you paid faster.

AvidPay Direct is our enhanced Direct Deposit option. This payment option delivers funds directly to your bank account within **three business days** after payment approval.

The Benefits of Accepting AvidPay Direct



Fast

Receive direct deposit within three business days after payment approval.



Safe

Receive secure payments delivered on your terms.



Paperless

Reduce waste by eliminating the need for paper checks.



Accessible

Easily search and maintain digital payment remittances from your Inbox.

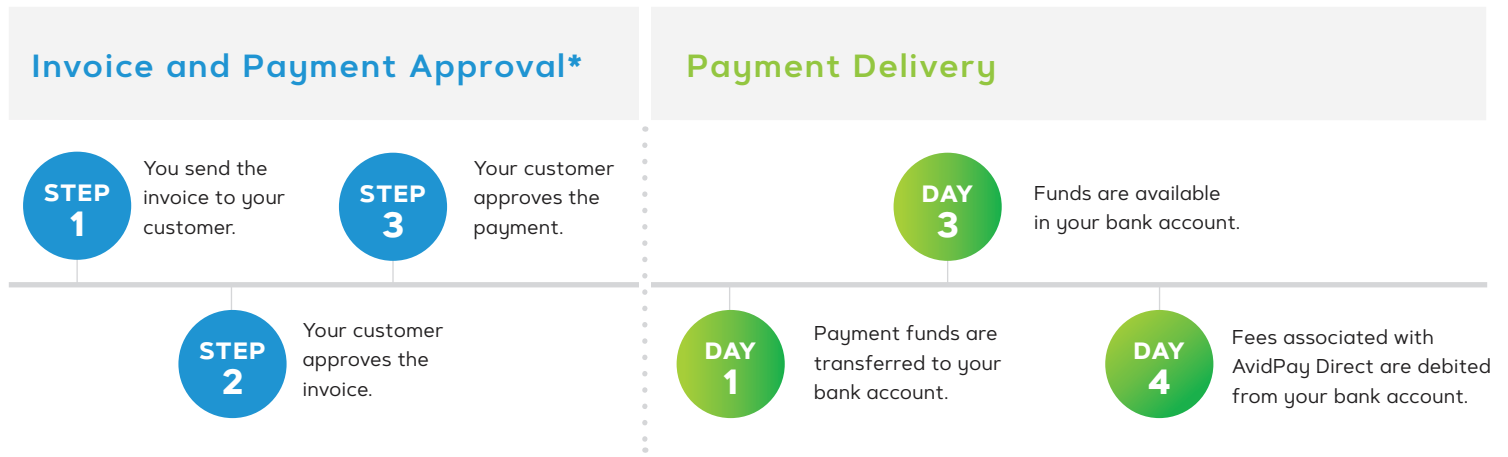


Support

Access to our dedicated Supplier Care Team to help answer any of your payment questions.

How It Works

Since your customer still has complete control over their cashflow, you'll simply send invoices as requested. Once your customer approves your payment, we'll directly deposit the funds into your bank account. You'll receive an email with [remittance data](#) once your funds are available. The service fee associated with using AvidPay Direct is then debited from your bank account one day after the payment has been deposited. This allows you to easily reconcile the fee separately from the transaction.



*Invoice and payment approval is at the discretion of the customer. Timelines can vary.

Service Fees

A 0.95% service fee is applied to each transaction so we can provide you with fast and seamless payments, with rich remittance data. The service fee will only be applied to the initial \$25,000, meaning you will never pay more than \$237.50. We will email you a [receipt](#) after the service fee has been debited from your account.

Ready to Get Started?

Reply to the email your AvidXchange representative sent you or reach out directly to supplier@avidxchange.com. We'll send you a secured contract to review and approve.



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[Learn more at avidxchange.com](https://www.avidxchange.com)