



Welcome New Carrier / Broker,

L&M appreciates good relationships with our vendors and customers. To this end, please let us know how we can better serve you.

In order to set up your account for prompt payment, it is necessary that we receive ALL of the following information:

- A completed W-9 Form (or W-8 for foreign companies)
- Important Tax Information Request Form
- A copy of your cargo insurance showing L&M as the certificate holder
- A copy of your operating authority
- An accurate remittance address (this is the address to which we will be mailing your payments)

CARRIERS AND BROKERS: Please send all invoices with proof of delivery to the address listed below. Invoices will be processed for payment after receipt of signed copies of the proof of delivery. Or, if no signed proof of delivery is provided, after the customer has paid in full.

L&M
2925 Huntleigh Drive
Suite 204
Raleigh, NC 27604

Fax: 919-875-4042
Email: accountspayable@lmcompanies.com

IMPORTANT TAX INFORMATION REQUEST

L&M
2925 HUNTLEIGH DRIVE, SUITE 204
RALEIGH, NC 27604



Please check type of business entity (Please Print):

Name of company / Partnership / Individual: _____

Physical Address: _____

Mailing Address: _____

AIR Contact: _____

A/R Phone Number: _____

AIR Fax Number: _____

E-mail Address: _____

☐

Please check here if you need a Form 1099 Misc. on an annual basis.

Please check vendor type:

Shipper

☐

Brokerage

☐

Freight

☐

Expense / Miscellaneous

☐

Grower

☐

Promotional

☐

For L&M's Use Only

Employee Name: _____

Phone Number: _____

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.	
	☐ Individual/sole proprietor or single-member LLC	
	☐ C Corporation	
	☐ S Corporation	
	☐ Partnership	
☐ Trust/estate		
☐ 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.		
☐ 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) _____		
(Applies to accounts maintained outside the U.S.)		
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:

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

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

Sign
Here

Signature of
U.S. person ►

Date ►

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.

Supplier "Ship From" Addresses Form

"Ship From" Address Information - Use additional forms if company has more than four (4) "ship from" addresses.
NOT A BILLING ADDRESS. Not required for carriers.

Location Name (usually city name)			
Address Line I			
Address Line 2 (not required)			
City, State, Zip			
Phone Number		Is Appointment Required?	☐ Check if yes

Location Name (usually city name)			
Address Line I			
Address Line 2 (not required)			
City, State, Zip			
Phone Number		Is Appointment Required?	☐ Check if yes

Location Name (usually city name)			
Address Line I			
Address Line 2 (not required)			
City, State, Zip			
Phone Number		Is Appointment Required?	☐ Check if yes

Location Name (usually city name)			
Address Line I			
Address Line 2 (not required)			
City, State, Zip			
Phone Number		Is Appointment Required?	☐ Check if yes

Contacts

Name (first & last)	Phone Number	Fax Number	E-mail address (not required)

L&M Employee Requesting:

Date:

Company Information – to be filled out by AP

Company Name:

LM Code:





2925 Huntleigh Drive (919) 981.8000 Main
Raleigh, NC 27604 USA lmcompanies.com

To receive payments electronically, you must print, complete the form below, attach a voided check and return **all forms** via email to Vendor.Setup@LMCompanies.com,
Fax 919-875-4042 or by USPS to the address above.

Payee Information	
Payee Name:	SSN or Federal ID #:
Remit Address(es) for applicable accounts:	

Bank Information	
Bank Name:	
Name on Account:	
Account #:	
Routing #:	

E-MAIL ADDRESS for payment notification.

☐ E-mail Address:	
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I, _____, authorize L&M Companies Inc. to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to the account listed above.

(Signature)

(Date)

(Title)

Office Use Only

Verified By: _____ Date: _____ Contact: _____

Remarks: _____