



**National Headquarters:**  
 Mimeo.com, Inc., 3350 Miac Cv, Memphis, TN 38118  
 1-800-GO-MIMEO (466-4636)  
**Telephone:** 901-566-5445  
**Email:** [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com)  
**Website:** [www.mimeo.com](http://www.mimeo.com)

## General Business Information

**Organization Type:** Corporation  
**Date of Inc:** June 1, 1998 in DE  
**FEIN:** 13-4012728  
**D-U-N-S:** 07-610-2602  
**FOB:** Shipping Point

**SBA Business Size:** Small  
**Number of Employees:** 300  
**Mimeo is not certified as:** Minority or Woman Owned  
**NAICS:** 323115, Digital Printing  
**SIC:** 2759, Commercial Printing

Mimeo.com W9 available here: <https://www.mimeo.com/customer-forms/>

## Payment Options

### Remit to Address

Mimeo.com, Inc.  
 PO Box 654018  
 Dallas, TX 75265-4018

### UPS, Fedex Remit Address

Mimeo.com  
 Attn: Lockbox Operations (654018)  
 2701 East Grauwylar Rd. BLDG. 1  
 Irving, TX 75061

### Electronic Funds Transfer

**Bank:** Citizens Bank  
**Phone:** 877-550-5933

**Account Number:** 4009742754  
**ABA Number:** 021313103  
**Swift Code:** CTZIUS33

**Branch:** Citizens Plaza  
 1 Citizens Drive  
 Riverside, RI 02915 US

Send remittance notices to:  
[ach@mimeo.com](mailto:ach@mimeo.com)  
 Send invoice inquiries to:  
[AR@mimeo.com](mailto:AR@mimeo.com)

## Credit Card Payment Options - We accept Visa, Master card, and American Express

- Option 1 - Pay by credit card at the time the order is placed.** This option is ideal for customers who want the convenience of online payment processing. Once entered, the card details are encrypted and stored on the customer account. The card is automatically charged once the order is shipped.
- Option 2 - Send attached credit card authorization form to [cardpayments@mimeo.com](mailto:cardpayments@mimeo.com).** This option is ideal for customers who occasionally need to pay an invoice or a set of invoices with a credit card.
- Option 3 - Keep credit card on file with Mimeo to process:** This option is ideal for customers that pay the account balance in full once each  week or  month. A dedicated MimiAc will automatically charge your card based on the choice selected above. Credit card authorization form required for initial set up.



Terms: Net30 invoiced at shipment

\*Required fields

## Credit Application

### Company Information

\*Legal Name:

DUNS:

\*Bill to Name:

\*Website:

\*Bill to Address:

Marketplace:

\*City:

\*State:

\*Zip Code:

All invoices will be emailed in PDF format.

\*Please enter email address to receive invoices:

### AP Contact:

\*Name:

\*Phone:

\*Email:

### Authorized Users (One user minimum)

*Email	*First Name	*Last Name	*Title	*Credit Amount

\*See page 5 for additional users

### Available Credit Options (select one) \*Credit is added at the user level

**Monthly Credit Refresh** – On the first of each month the available credit limit will automatically refresh back to the original requested credit amount for each user making the full amount available for ordering.

**Non-Refreshing Credit** – This is a one-time approved credit limit that will reflect all orders placed from the users account. Once the available credit is depleted the user will be unable to place additional orders. If additional credit is needed the account admin will need to make a request through [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).

## Sales Tax (select one)

Mimeo collects sales tax based on the delivery destination. If your organization is tax exempt or a reseller, please email the state issued exemption or resale certificate to [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).

- We are exempt. Email a tax exemption or resale certificate to [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).
- We are NOT Exempt.

## Purchase Orders (select one)

If your company requires a PO to pay an invoice, a PO must be entered at the time the order is placed or received by Mimeo prior to placing the order.

- My company does not require a Purchase order number on invoices
- A blanket Purchase Order will be provided to [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com)
- A Purchase Order will be entered at the checkout screen when the order is placed.

## Invoice Options (required - select one)

Mimeo has several invoicing options to choose from. Our system auto generates invoices based on the ship date. We are unable to consolidate invoices based on PO's, Cost Centers, Departments, or any other company specific identifier. If your company requires special invoicing please contact [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).

- Daily** – One invoice per order, generated daily based on ship date.
- Daily Consolidated** – One invoice will be generated each day to include all orders that shipped that day.
- Weekly** – One invoice per order, generated one day each week to include all orders shipped within that week.
- Weekly Consolidated** – One invoice will be generated each week to include all orders shipped within that week.
- Monthly Consolidated** – One invoice will be generated on the last day of the month to include all orders shipped within that month. Requires Net 15 payment terms.

## Mimeo is currently set up on several e-invoicing platforms.

Mimeo enters invoices into the e-invoicing platform that is currently being used by the customer. Initial set up will need to be coordinated with the Mimeo AR team. Send all set up instructions to [ar@mimeo.com](mailto:ar@mimeo.com).

- Web Invoicing Option** (select one)
  - Ariba
  - Coupa
  - Tungsten Network
  - Trading Grid
  - Other: \_\_\_\_\_

**\*\*Complete this section if the total monthly credit amount requested exceeds \$10,000.00**

**Bank References**

Institution Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

**Trade References \*All three required**

Company Name:	Company Name:	Company Name:
Contact Name:	Contact Name:	Contact Name:
Phone:	Phone:	Phone:
Email:	Email:	Email:
Address:	Address:	Address:
Account Opened:	Account Opened:	Account Opened:
Credit Limit:	Credit Limit:	Credit Limit:
Current Balance:	Current Balance:	Current Balance:

**TERMS & CONDITIONS:** I acknowledge that the company and its employees are authorized, for and on behalf of the company, to use and purchase the services provided by Mimeo.com, Inc. (<https://www.mimeo.com/terms-and-conditions/>)

**I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied for in order to verify the information contained herein.**

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_





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## Credit Card Authorization

### Company Information

Company Name: \_\_\_\_\_ Mimeo Account ID: \_\_\_\_\_

### Credit Card Information

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

### Authorized Charges (select one)

- Recurring charges for warehouse and fulfillment services only.
- Process card for all future invoicing:
  - Process at the time the invoice is created
  - Will inform Mimeo when to process card
- Payment for invoice(s) listed below:

Charge each invoice separately or in one charge:  Separately  One Charge

One-Time charge amount: \_\_\_\_\_

Is a receipt required?  Yes  No If "yes", email receipt to: \_\_\_\_\_



Invoice #	Amount	Invoice #	Amount	Invoice #	Amount

Mimeo.com credit card authorization form available here: <https://www.mimeo.com/customer-forms/>

### Authorization:

Name of Person Authorizing Charge(s): \_\_\_\_\_

Signature of Person Authorizing Charge(s): \_\_\_\_\_

# 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.

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 <b>Mimeo.com, Inc.</b>	
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.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" 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) ▶ _____ 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. <b>PO Box 654018</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Dallas, TX 75265</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.

<b>Social security number</b>											
<b>OR</b>											
<b>Employer identification number</b>											
1	3		-	4	0	1	2	7	2	8	

**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.

## 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.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Heather Dearborn</i>	Date ▶ <i>01/01/2022</i>
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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-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.*