New Vendor Information – CommandLink LLC

Name: CommandLink, LLC
Tax ID #: 45-4241187
Company type: LLC-P

Website: www.commandlink.com
DUNS #: 06-215-7505
Phone #: 855-270-5465

For **billing questions**, create a billing case in the C|L platform.
To **disconnect a service**, an authorized user must submit a billing case in the C|L platform
If you are **tax exempt**, submit your tax exemption form on a billing case before service installation

Company Overview

CommandLink consolidates and simplifies global IT infrastructure into a single platform with intelligent operations and unmatched support. CommandLink is the only global infrastructure provider that unifies connectivity, security, voice, and AI into one intelligent platform.

Invoicing

All invoicing is initiated on the first of every month but sent out via email on the first business day. All activity from the prior month, including credits and new services, will be billed on the first (e.g. if service is installed on September 20, the prorated amount for September 20-30 and October monthly amount will be charged on the invoice billed on October 1).
All invoices are due upon receipt unless otherwise contracted (credit check may be required).

Payment Information and Available Payment Methods

Payment must be made in the contract's designated currency.
Accepted currencies defined by your contract: USD, EUR, CAD, GBP

- **E-Payment via CommandLink Billing Platform:** Use our secure Stripe portal to make electronic payments with no processing fee. Optional monthly autopay is available.
- **Credit Card** (Up to $5,000 per month): Payments can be made through the CommandLink platform with no processing fee. Optional monthly autopay is available.
  - o We do not accept and cannot process credit card over the phone or via email
- **Bank Transfer** (Customer-Initiated ACH/SEPA/EFT/BACS/SWIFT): Send payment directly to CommandLink. Bank details are listed at the bottom of each invoice and on the billing page within the CommandLink platform.
  - o If you require verbal verification of the bank account details, call billing at 888-303-4033
  - o For payments in USD or EUR, Stripe (our payment processing partner) generates a unique Virtual Bank Account (VBAN) once your first invoice is created. Each account has a dedicated VBAN for enhanced security. Refer to your invoice for these details.
  - o CommandLink cannot participate in third-party payment networks (e.g., Bill.com, Ramp, AvidXchange, PaymodeX) due to Stripe's VBAN structure. Please configure CommandLink as a direct ACH vendor outside such networks.
  - o Excel users: VBAN account numbers exceed 15 digits. To prevent truncation, format the cell as "Text" or prefix the number with an apostrophe (').

Remittance Emails (for payment detail remittances only)

>For payments in USD and EUR: remittance@commandlink.com

>For payments in CAD and GBP: remittance.intl@commandlink.com

Lockbox Check Payment Remittance ($25 fee per check per C|L account)**:**

>CommandLink, LLC
>
>PO Box 200756
>
>Dallas, TX 75320-0756

For non-USD checks, see the Knowledge Base Article: CommandLink New Vendor Information

Corporate Correspondence Mailing Address

(Please do not send checks to corporate or payment may be delayed, and a late fee will be assessed on the next invoice):

>CommandLink LLC
>
>PO Box 4085
>
>Portsmouth, NH 03802

Registered Corporate Address

(Not to be used as a mailing address):

>CommandLink LLC
>
>3019 West Marine View Dr
>
>Everett, WA 98201

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

CommandLink LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . **P**

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

PO Box 4085   Not for Payment Remittance

Requester's name and address (optional)

6 City, state, and ZIP code

Portsmouth NH 03802

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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

| | | | – | | | – | | | | |

or

Employer identification number

| 4 | 5 | – | 4 | 2 | 4 | 1 | 1 | 8 | 7 |

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 *Jason Moore*   Date **01/02/2026**

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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

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Print or type.
See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

CommandLink LLC

2 Business name/disregarded entity name, if different from above.

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☐ Other (see instructions)

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Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

PO Box 200756

Requester's name and address (optional)

6 City, state, and ZIP code

Dallas Tx 75320

7 List account number(s) here (optional)

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Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

4 5 – 4 2 4 1 1 8 7

Part II   Certification

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Sign Here

Signature of U.S. person *Jason Moore*

Date **01/02/2026**

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Form **W-9** (Rev. 3-2024)