

**Robert Williamson Homes, LLC**

3760 Sixes Road Suite 126-300  
Canton, GA 30114

**Office:** 770-345-3011

**Fax:** 770-345-1957

***IMPORTANT!***

September 1, 2006

To Whom It May Concern:

We look forward to doing business with you. In order for you to receive your first check in a timely manor, please return all the requested documentation as soon as possible. **Please return the enclosed forms no later than Monday at 12pm to receive a check on the following Friday.** You can submit your forms via e-mail (Debra@RWHomes.net) or fax. *If you fax your form*, please also mail an original copy.

Please note **invoice payments will not be released** until this information is submitted. Each week your invoice is due prior to 12pm Monday to receive a check on Friday.

Be sure to update your records too. To contact Robert via e-mail, Robert@RWHomes.net, and Tom is Tom@RWHomes.net. We check our e-mail each day M-F and welcome you to **e-mail instead of faxing, calling, or mailing.**

**Also**, we use a Purchase Order system and ask you to NOT take orders without a purchase order number.

Should you have any questions please contact me.

Sincerely,

Debra DePina  
Accounts Payable

**www.RWHomes.net** .....

# Can you e-mail this information to me?

Debra@RWHomes.net

## Vendor Information Form

**Legal Company Name:** \_\_\_\_\_

**Your Account number for Robert Williamson Homes:** \_\_\_\_\_

**Do you want your check mailed to you or picked up:** \_\_\_\_\_

**Name of Sales Person Assigned to our Account:** \_\_\_\_\_

**Sales Person's phone number(s):** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Frequency of e-mail use:**  Every Day  Almost Every Day  Once a Week  Not Much

**Can we submit orders via e-mail or fax:** \_\_\_\_\_

\_\_\_\_\_

**Cut off time for same or next day delivery:** \_\_\_\_\_

**Name of Accounts Receivable Contact:** \_\_\_\_\_

**Phone number(s):** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Frequency of e-mail use:**  Every Day  Almost Every Day  Once a Week  Not Much

**List all services and products your company offers:**

**Other Information:**

*Certified Professional Home Builder*

## Request for Taxpayer Identification Number and Certification

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

Print or type  
 See Specific Instructions on page 2.

Name (as reported on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	<b>Robert Williamson Homes, LLC</b> <b>3760 Sixes Road Suite 126-300</b> <b>Canton, Georgia 30114</b>
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										
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or										
Employer identification number										
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**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### 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. person (including a U.S. resident alien).

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 on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.



Please have your insurance company  
**fax and mail** a copy of your  
Workers Compensation Insurance to:

**Robert Williamson Homes, LLC  
3760 Sixes Road Suite 126-300  
Canton, GA 30114**

We cannot release any payments until an  
updated copy is received.