

## Frequently Asked Questions about W-9 Form

### Why do I need a new W-9?

Staples acquired Corporate Express in July 2008. As a result of the integration, you will need to verify that you are paying Staples Advantage, which is a division of Staples Contract & Commercial, Inc. The W-9 form will provide you with our legal entity information and certify our exemption from federal income tax withholding and reporting obligations (Form 1099).

### Where do I remit my payment?

The remittance address remains the same. Payments should be sent only to the remittance address provided on your invoice.

### Is my payment expected to be within terms?

Staples Advantage expects this transition to be seamless. Payment within the agreed upon terms is expected.

### Where can I go for more information?

The General Instructions portion of the W-9 form answers many basic questions.

### If I have additional questions about the W-9 form who can I call?

Staples Advantage (*including Corporate Express Office Products*): 1-800-621-6478

Staples Promotional Products (*including Corporate Express Promotional Marketing*): 1-866-446-3531

Staples Technology Solutions (*formerly Corporate Express Imaging and Computer Graphic Supplies*): 1-800-828-9949

Wisconsin Machines: 1-800-236-1372

### What if I have sales tax exemption questions?

All sales tax exemption questions can be directed to [TaxExemptUpdates@Staples.com](mailto:TaxExemptUpdates@Staples.com) or one of the phone numbers listed above.