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## ThingLink Vendor Packet

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This packet provides common documents you may need to purchase ThingLink licensing. If you have any questions or specific requirements/requests, please contact us using our contact information found on page 3.

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://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.	<b>1</b> 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.)  ThingLink Inc.	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> 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.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> 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.)
	<b>3b</b> 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 . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. 470 Ramona Street  <b>6</b> City, state, and ZIP code Palo Alto, CA 94301	<b>7</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 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.

<b>Social security number</b>								
			-					
<b>or</b>								
<b>Employer identification number</b>								
2	6		-	2	6	7	4	7 1 4

**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>	<b>Signature of U.S. person</b> 	<b>Date</b> 12/05/2024
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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).

**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



Trading / Company name	
<b>ThingLink USA:</b> <i>FEIN Number</i>	ThingLink Inc. 26-2674714
<b>ThingLink EU:</b> <i>Company Registration Number:</i>	ThingLink Oy Y-Tunus: 2329185-9 VAT Number: FI23291859
<b>ThingLink UK:</b> <i>Company Registration Number:</i>	ThingLink UK Ltd Company Number: SC716971 VAT Number: 462 1099 03

Address / Phone Number / Email Contact	
<b>ThingLink USA:</b>	ThingLink Inc. 444 Ramona Street Palo Alto, CA 94301 USA
<b>ThingLink EU:</b>	ThingLink Oy Oikopolku 12 80770 Kontiolahti Finland
<b>ThingLink UK</b>	ThingLink UK Ltd. 15-17 High Street Kingussie Inverness-shire PH21 1HS
<b>Phone Number:</b>	+1 (888) 987-8459
<b>Order Email:</b>	<a href="mailto:finance@thinglink.com">finance@thinglink.com</a>
<b>Sales Inquiries:</b>	<a href="mailto:sales@thinglink.com">sales@thinglink.com</a>
<b>Product Support:</b>	<a href="mailto:support@thinglink.com">support@thinglink.com</a>
<b>Available (upon request)</b>	Bank Details on Company Letterhead New Supplier/Vendor Forms, Supplier Portal Registration Insurance Documents



*470 Ramona St  
Palo Alto, CA 94301*

## **SOLE SOURCE LETTER**

To whom it may concern:

This letter has been written to confirm that ThingLink is a sole source product. The software is manufactured, sold and distributed exclusively by ThingLink Inc. (USA) and ThingLink Oy. (Europe).

ThingLink Inc. maintains all copyright privileges for their products and these products must be purchased directly from the company. There are no agents or dealers authorized to represent these products and no division of "ThingLink" has any right of sub-license to make a similar or competing product.

ThingLink EDU is designed to create interactive content for use in the classroom by teachers and students. Teachers and students will be able to produce images with interactive tags for use as teaching tools and assignments. Teachers will be able to review student work and manage student accounts.

ThingLink warrants that no other items or products are available for purchase that would serve the same purpose or function and there is only one price for the above-named product because of exclusive distribution and marketing rights.

If you desire additional information, please contact me by e-mail, [info@thinglink.com](mailto:info@thinglink.com)

Sincerely,

Ulla-Maaria Engestrom  
CEO