

Welcome to Doubles

One packet for your contractor file

Please review the complete agreement. Fill only the information you can confirm, check only statements that are true, and sign using your own signature. The original agreement and its exhibits follow this guide.

1 Complete your profile

Use page 2 for contact information and the status of supporting records. No bank numbers or tax IDs belong on the profile.

2 Review and sign the agreement

The agreement keeps its original printed page numbers. Sign the contractor sections on printed pages 14, 21 (Exhibit B), 25 (Exhibit D, if accurate), and 28 (Exhibit E / ACH). Review and complete the applicable acknowledgments.

3 Complete payment and tax information

ACH authorization is already in Exhibit E, printed pages 26-28. Complete the payee, account holder, bank, routing, account and account type fields only in your private copy. Include a voided check, bank letter, or official direct-deposit document. Complete the official W-9 at the end if a current, correct copy is not already on file.

4 Add the supporting records

Provide current guard credentials, applicable insurance certificates and endorsements, and assignment-required training. Tell accounting when and where any item was already provided so it can be located without another copy.

5 Return privately

Use the individual restricted Drive link provided by Accounting. Open the packet in a PDF app with Fill & Sign or digital-signature support, complete the fields, sign and save. Upload the saved copy as a new version of that same Drive file. If this is not available to you, arrange a private office handoff.

Before you sign

Leave company approval fields to Doubles. Exhibit A is completed only for a specific offered assignment with confirmed terms. Notary sections are for an actual notarial process. Do not backdate or sign an incomplete payment authorization.

Your contractor file

Legal name / legal business payee

Business / DBA (if applicable)

Email

Telephone

Emergency contact name

Emergency contact telephone

Requested ACH effective date (Accounting must confirm)

Date completed

Records to locate or provide

List items already submitted, the submission date and channel; then list any missing item and expected date. Include license and insurance expiration dates. Do not enter SSNs, tax IDs, bank numbers or medical information here.

For payment requests

Submit one uniquely numbered invoice with your legal/business name, site, service dates, agreed fee or hours and rate, approved expenses, prior payments or advances, amount due, and the relevant Connecteam work record. Agreed payment terms continue to govern.

Questions: accountant@doublesprotectiveservices.com. Do not email completed banking or tax documents. Keep your completed copy private.



DOUBLES PROTECTIVE SERVICES LLC
MASTER INDEPENDENT CONTRACTOR
SECURITY SERVICES AGREEMENT

AGREEMENT IDENTIFICATION

Company	Doubles Protective Services LLC ("Company")
Company telephone	(720) 662-5663
Company mailing address	PO Box 440264, Aurora, Colorado 80014
Accounting / contractor documents	accountant@doublesprotectiveservices.com (use the designated secure email/Drive process)
Effective date	
Contractor legal name	
Contractor business / DBA	
Contractor mailing address	
Revision date	September 4, 2026 - annual legal and systems review

IMPORTANT SCOPE LIMITATION

Unless a signed Assignment Addendum expressly states otherwise and every required license, endorsement, client approval, training record, and insurance requirement is in place, all services under this Agreement are unarmed and do not include vehicle patrol or response. Contractor may not carry or use a firearm, baton, chemical spray, conducted-energy device, handcuffs, restraint device, or other weapon while performing services.

This Master Independent Contractor Security Services Agreement (the "Agreement") is entered into as of the Effective Date by and between Doubles Protective Services LLC, a Colorado limited liability company (the "Company"), and the person or business identified above (the "Contractor"). Company and Contractor may each be a "Party" and together the "Parties." The Exhibits and every signed Assignment Addendum are incorporated into this Agreement.

1. PURPOSE AND CONTRACT STRUCTURE

1.1 Master Agreement. This Agreement states the general legal, safety, licensing, insurance, confidentiality, conduct, payment, and risk-allocation terms that apply whenever Contractor accepts an assignment from Company. It does not itself require Company to offer work or Contractor to accept work.

1.2 Assignment Addendum. Each engagement must be confirmed in a written or electronically accepted Assignment Addendum substantially in the form of Exhibit A. An Assignment Addendum identifies the client or site, coverage period, scope, service result, compensation, invoicing requirements, required credentials, equipment, testing requirements, and any client-specific conditions. Contractor may reject an offered assignment without penalty before accepting it.



1.3 Order of Precedence. If documents conflict, the following order controls: (a) nonwaivable law; (b) the stricter lawful safety, licensing, weapons, drug/alcohol/cannabis, confidentiality, and client-security requirement; (c) the signed Assignment Addendum for assignment-specific commercial terms; and (d) this Agreement. An Assignment Addendum overrides this Agreement only when it identifies the section being changed and states that the change is intentional.

1.4 Defined Terms. "Client" means the person or entity for whom Company arranged services. "Site" means any property, event, vehicle, digital system, or location connected to an assignment. "Services" means the security-related deliverables identified in an Assignment Addendum. "Company Property" includes identification, keys, credentials, uniforms, devices, records, software access, and equipment supplied by Company or a Client.

2. INDEPENDENT BUSINESS AND RELATIONSHIP

2.1 Independent Business. Contractor represents that Contractor is customarily engaged in an independently established trade, occupation, profession, or business related to the Services; holds itself out to the public as available to provide such services; maintains separate business and tax records; and bears the opportunity for profit and the risk of loss. Contractor shall promptly disclose if these facts are not or cease to be true.

2.2 Control of Means and Methods. Subject to the agreed result, coverage window, Site boundaries, law, licensing rules, emergency directions, safety requirements, and Client specifications, Contractor controls the professional means, methods, sequence, and manner used to provide the Services. Post orders identify required results, risks, prohibited conduct, reporting duties, and Site constraints; they are not authority for Company to control Contractor's separate business.

2.3 Fixed Time and Place. Contractor understands that many security results can be delivered only at a Client-selected Site during a Client-selected coverage window. Contractor voluntarily decides whether to accept those constraints for each assignment. Once accepted, timely and continuous coverage is a material result of the assignment.

2.4 No Employment Relationship. The Parties intend an independent-contractor relationship and not employment, partnership, joint venture, agency, franchise, or fiduciary relationship. Contractor is not eligible for Company-sponsored wages, overtime, paid leave, health coverage, retirement benefits, unemployment benefits, workers' compensation benefits, or other employee benefits, except to the extent nonwaivable law or a final governmental determination requires otherwise. Company will refer to service providers as Contractors in its agreements and ordinary internal communications. A government or licensing form may use legally prescribed terms such as employer or employee; that required terminology does not by itself determine tax or labor classification.

2.5 No Authority to Bind. Contractor has no authority to sign a contract for Company, change Client terms, promise refunds or credits, incur debt, make purchases, hire personnel on Company's behalf, admit liability, settle a claim, speak for Company to the media, or otherwise bind Company. Contractor shall identify itself accurately and shall not impersonate law enforcement or claim powers Contractor does not possess.

2.6 Nonexclusive Relationship. Contractor may provide services to other persons, including competitors, so long as doing so does not create a scheduling conflict, misuse Confidential Information, interfere with an accepted assignment, or violate a lawful Client conflict rule. Company may use other contractors and employees.

2.7 Separate Operations. Contractor shall maintain operations separate and distinct from Company, including separate business records, tax obligations, licenses, insurance, communications, tools, and accounts to the extent appropriate for Contractor's business. Company may provide only assignment-specific access, identification, or equipment needed to protect a Client or satisfy a contract.

2.8 No Classification Guarantee. The title of this Agreement, issuance of a tax form, or any single contract term does not control legal classification. The Parties shall operate consistently with the Agreement, and nonwaivable law controls. Contractor shall notify Company in writing if Company personnel begin directing Contractor in a manner inconsistent with this Section so the issue can be corrected.



COLORADO STATUTORY NOTICE

UNEMPLOYMENT / TAX: THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY THE INDEPENDENT CONTRACTOR OR SOME OTHER ENTITY. THE INDEPENDENT CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS PAID PURSUANT TO THE CONTRACT RELATIONSHIP.

WORKERS' COMPENSATION / TAX: THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS FROM THE COMPANY UNDER THIS CONTRACT. THE INDEPENDENT CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED PURSUANT TO THE CONTRACT RELATIONSHIP. NONWAIVABLE LAW AND ANY EXPRESS COVERAGE ENDORSEMENT CONTROL.

3. ELIGIBILITY, LICENSING, AND QUALIFICATIONS

3.1 Licenses and Guard Credentials. Before accepting and throughout each assignment, Contractor and every individual who performs Services must hold every current license, guard card, registration, endorsement, permit, and certification required by the jurisdiction and Client. When Services occur in Denver, the assigned individual must maintain the required Denver security guard credential. Contractor shall carry and display credentials as required.

3.2 Independent Qualifications. Contractor is responsible for foundational security knowledge and for obtaining and maintaining legally required or assignment-required training, including as applicable de-escalation, report writing, emergency procedures, crowd management, CPR/first aid, defensive tactics, and any specialty qualification. Company orientation is limited to the Client, Site, post orders, access systems, emergency contacts, and other assignment-specific information.

3.3 Verification. Contractor authorizes Company to verify licenses, certifications, references, insurance, identity, and lawful work eligibility. When Company seeks a third-party consumer report or investigative consumer report, Company will use a separate disclosure and authorization as required by law; this Agreement is not that authorization.

3.4 Continuing Duty to Report. Contractor shall notify Company within twenty-four (24) hours of any expiration, suspension, restriction, investigation, order, loss of insurance, or other event reasonably likely to affect Contractor's legal eligibility, Site access, driving eligibility, or ability to perform safely. Contractor need not disclose protected medical details to a field coordinator, but must disclose a work restriction or lack of fitness for duty through the designated process.

3.5 No Assignment Before Approval. Company may withhold or suspend assignment eligibility until required documents are complete and verified. Approval for one Site or Client does not approve a different Site, weapon, vehicle, role, or scope.

4. OFFER, ACCEPTANCE, AVAILABILITY, AND SUBSTITUTION

4.1 Offers and Connecteam Scheduling. Company currently designates Connecteam as its primary scheduling and assignment platform. Company may communicate opportunities through Connecteam, email, text message, telephone, or a written addendum. Contractor controls and updates Contractor's availability, and shall affirmatively accept or decline each offered assignment through the designated method. An offer is not accepted until Contractor accepts it and Company confirms the assignment.

4.2 Availability. Contractor sets and updates Contractor's own availability. Contractor is not required to remain on call unless a separate on-call assignment is accepted. Declining an offered assignment does not breach this Agreement and does not create a guarantee of future offers.

4.3 Commitment After Acceptance. After acceptance, Contractor shall personally provide or lawfully arrange the approved Services for the full coverage window and shall not double-book, abandon, trade, transfer, or give away the assignment except under Section 4.4.

4.4 Qualified Substitute. Contractor may propose a substitute who is independently qualified, licensed, drug-policy compliant, insured, and able to satisfy Client requirements. Company may require reasonable advance notice and may reject a substitute for licensing, insurance, background, Client, conflict, safety, capacity, or



credential reasons. No substitute may report until Company confirms approval in writing. Contractor remains responsible for an approved substitute and must ensure the substitute signs all required acknowledgments.

4.5 Client Removal. A Client may control access to its property and may request removal of a particular individual. Company may immediately remove Contractor from that Site while evaluating whether another assignment is available. Client removal does not by itself determine legal fault, but Contractor will not be paid for Services not performed, subject to nonwaivable law and any applicable cancellation fee.

5. SCOPE AND REQUIRED SERVICE RESULTS

5.1 General Unarmed Services. Unless an Assignment Addendum states otherwise, Services may include visible deterrence; access observation and control; foot patrol; monitoring entrances, exits, cameras, alarms, or designated areas; documenting conditions; enforcing lawful Site access rules; summoning emergency services; preserving evidence; providing directions; and reporting incidents. Contractor shall remain alert, professional, and positioned to deliver the agreed security result.

5.2 Observe, Deter, and Report. Contractor is not law enforcement. Contractor's primary functions are to observe, deter, document, communicate, and request assistance. Contractor shall not promise that crime, loss, injury, or disruption will be prevented and shall not make unauthorized representations about coverage or liability.

5.3 Post Orders. Contractor shall review the applicable post orders before beginning Services and shall ask the designated Company Contact to clarify any ambiguity. Contractor may use professional judgment within lawful Site specifications, but may not ignore a material safety, access, reporting, or emergency requirement.

5.4 Continuous Coverage. Contractor shall be ready at the Site at the assignment start time and shall maintain required coverage until properly relieved or the assignment ends. Contractor controls personal preparation and arrival time. Any required briefing, check-in, or turnover is part of the assignment result and must be included in the agreed fee or stated separately in the Assignment Addendum.

5.5 Prohibited Services Without Addendum. Contractor shall not provide armed security, vehicle patrol or response, executive protection, prisoner transport, physical ejection, hands-on loss prevention, canine services, traffic control in a public roadway, investigative services, or any other materially different service unless a written Assignment Addendum expressly authorizes it and every legal, Client, training, and insurance prerequisite is satisfied.

6. UNARMED DEFAULT; WEAPONS, RESTRAINTS, AND VEHICLES

6.1 No Weapons. Contractor shall not possess, display, carry, store, or use a firearm, ammunition, baton, impact weapon, chemical or pepper spray, conducted-energy device, stun device, handcuffs, restraint device, fighting knife, or other weapon while performing Services, on a Site, in Company or Client space, or while wearing Company or Client identification, unless a later written addendum specifically authorizes the item and all licenses, endorsements, training, qualifications, Client approvals, and insurance are verified in advance.

6.2 Ordinary Tools. A small ordinary utility tool may be carried only when lawful, necessary for a non-force purpose, and not prohibited by the Client. It may not be displayed or used as a weapon. Company may prohibit any item that creates a Site or insurance risk.

6.3 No Vehicle Patrol by Default. Contractor may use personal transportation to travel to and from a Site at Contractor's expense, but may not use any vehicle for patrol, pursuit, escort, response, transporting a person, or other Company business unless a signed addendum authorizes the use and Contractor provides required driver and insurance documents. No Company or Client vehicle may be operated without express written permission.

6.4 No Pursuit. Contractor shall not engage in vehicle pursuits or dangerous foot pursuits. Contractor shall observe, maintain a safe position, communicate identifying information, and contact law enforcement or emergency services as appropriate.

6.5 Unauthorized Item Is Material Breach. Possession or use of an unauthorized weapon, restraint, or vehicle is a material safety breach and grounds for immediate removal, suspension, and termination.



7. PROFESSIONAL CONDUCT AND SITE RULES

7.1 Professional Standard. Contractor shall act lawfully, honestly, calmly, respectfully, and without discrimination, harassment, retaliation, intimidation, unnecessary confrontation, or abuse of authority. Contractor shall treat Client personnel, visitors, tenants, customers, residents, vendors, law enforcement, and the public professionally.

7.2 Alertness. Sleeping, appearing to sleep, reclining in a manner inconsistent with active coverage, abandoning the post, disabling communications, using headphones that interfere with awareness, gaming, streaming entertainment, or excessive personal-device use during an assignment is prohibited.

7.3 Visitors and Fraternization. Contractor shall not bring unauthorized visitors, family members, pets, or associates to a Site; allow another person to use credentials; or engage in conduct that distracts from the assignment. Contractor shall not enter a romantic, financial, or personal arrangement at a Site when it creates a conflict, security risk, or appearance of favoritism.

7.4 Gifts and Transactions. Contractor shall not solicit or accept cash, tips, discounts, gifts, products, favors, loans, controlled substances, alcohol, or other benefits from a Client or Site occupant in connection with Services, except an item of nominal value expressly permitted by Company and Client. Contractor shall not buy, sell, trade, or consume Client products while on duty except an ordinary purchase during an authorized break that does not create a conflict or violate Site rules.

7.5 Smoking and Vaping. Smoking or vaping tobacco or nicotine is permitted only in a lawful Client-designated area and only when coverage is maintained. Cannabis smoking, vaping, possession, or use is prohibited under Section 11 and Exhibit B.

7.6 Integrity. Theft, dishonesty, fraud, falsifying a log, time or service verification, report, credential, test, expense, invoice, license, insurance document, or Client record is a material breach. Contractor shall not conceal an incident or ask another person to provide false information.

7.7 Media and Social Media. Contractor shall not photograph, record, livestream, post, discuss, or identify a Site, Client, incident, security procedure, resident, customer, employee, access point, credential, schedule, or Company relationship on social media or with the press unless expressly authorized in writing or legally required. Lawful protected reports to government agencies are not prohibited.

7.8 Uniform and Appearance. Contractor shall supply and maintain clean, professional clothing and personal equipment identified in the Assignment Addendum. Company or Client may provide a temporary badge, patch, outer garment, radio, or other item solely for identification or Site compatibility. Contractor shall not wear clothing or insignia that falsely suggests law-enforcement status.

8. SAFETY, DE-ESCALATION, FORCE, DETENTION, AND EMERGENCIES

8.1 Safety Priority. Protection of life and avoidance of unnecessary escalation take priority over property recovery, rule enforcement, or confrontation. Contractor shall maintain situational awareness, use distance and cover, request assistance, and withdraw when continued engagement would create an unreasonable risk.

8.2 De-escalation. Contractor shall use calm communication, clear lawful instructions, time, distance, barriers, additional personnel, and emergency services when reasonably available. Insults, threats, provocation, punishment, retaliation, chokeholds, neck restraints, and force for mere verbal noncompliance are prohibited.

8.3 Force. Contractor may use only the minimum force objectively reasonable and legally permitted to address an immediate threat or other circumstance recognized by law. Force may not be used to punish, collect property, compel identification, or enforce a minor rule. Any force or threatened force must be reported immediately and documented before leaving the Site unless emergency medical care makes that impossible.

8.4 Detention and Search. Contractor shall not detain, handcuff, search, interrogate, transport, or seize property from a person unless specifically authorized by law, the Assignment Addendum, Client post orders, and Contractor's verified training. When uncertain, Contractor shall observe, preserve evidence, and contact law enforcement. Consent searches must be voluntary and documented.

8.5 Medical and Fire Emergencies. Contractor shall call 911 or the designated emergency number promptly when circumstances reasonably require it, follow lawful dispatcher instructions, provide only aid within



Contractor's training, and avoid unnecessary exposure to blood or hazardous materials. Contractor shall not diagnose or exceed certification.

8.6 Hazard Reporting and Stop Work. Contractor shall immediately report an imminent hazard, unsafe staffing condition, illegal instruction, weapon, suspected impairment, violence risk, fire, structural danger, or other serious threat. Contractor may move to a safe position or temporarily stop the affected task when reasonably necessary to prevent imminent harm, but must promptly notify Company and Client emergency contacts and continue any safe portion of the assignment.

8.7 Law-Enforcement Interaction. Contractor shall cooperate lawfully, preserve evidence, identify Contractor's role accurately, and promptly notify Company of any citation, detention, arrest, subpoena, or official request related to Services. Contractor shall not consent to release Company or Client records beyond Contractor's authority, but shall not obstruct lawful process.

9. INCIDENT REPORTING, EVIDENCE, AND SERVICE RECORDS

9.1 Immediate Notice. Contractor shall immediately notify the designated Company Contact and Client contact of any emergency; injury; medical event; use or threat of force; weapon; theft; property damage; fire; police, fire, or ambulance response; arrest; complaint of harassment or discrimination; missing key or credential; data or privacy event; drug/alcohol concern; vehicle event; or other occurrence reasonably likely to result in a claim, media attention, or Client concern.

9.2 Written Report. Unless emergency care prevents it, Contractor shall submit a complete, factual, chronological incident report before leaving the Site or within two (2) hours after the assignment ends. Reports must distinguish direct observation from information provided by others; identify witnesses and evidence; avoid speculation; and include all force, injuries, notifications, and law-enforcement information.

9.3 Evidence Preservation. Contractor shall preserve relevant video, photographs, notes, access logs, body-camera recordings, messages, damaged items, and witness information; shall not alter or delete evidence; and shall follow lawful chain-of-custody directions. Contractor may photograph or record only when authorized for an incident or required by law, and only using an approved device or transfer method.

9.4 Connecteam, Updates, and Service Verification. Contractor shall use Connecteam for accepted-assignment schedules, clock-in/clock-out or arrival/departure verification, required check-ins, patrol and activity logs, incident routing, and the Updates feature. Contractor shall review and acknowledge required Updates, post orders, safety notices, policy notices, and Client-specific instructions by the stated deadline. All entries must be accurate and contemporaneous, and technical errors must be reported promptly. Electronic check-in, geolocation, and time stamps are used only to verify assignment presence, service delivery, safety, and Client billing; Company will not intentionally track Contractor outside an active assignment through Company systems.

9.5 Cooperation. Contractor shall reasonably cooperate with a lawful investigation, insurer, Client review, government inquiry, or defense of a claim arising from Services, including after termination. Company shall reimburse preapproved extraordinary out-of-pocket costs of post-termination cooperation, but not ordinary record production or time required to correct Contractor's breach.

9.6 Record Retention. Contractor shall retain assignment, licensing, insurance, tax, training, invoice, and incident records for at least four (4) years after the later of the assignment or final payment, or longer when law, Client contract, litigation hold, or written notice requires.

10. ATTENDANCE, CANCELLATION, ABANDONMENT, AND REPLACEMENT COSTS

10.1 Notice of Inability. If Contractor cannot fulfill an accepted assignment, Contractor shall notify Company as soon as the issue is known and, absent an emergency, at least eight (8) hours before the start time. Notice is not effective until acknowledged through the designated channel. Contractor shall provide truthful information and cooperate in proposing a qualified substitute.

10.2 No-Call/No-Show. Failure to appear, late arrival that materially leaves the Site uncovered, unauthorized early departure, or loss of communication for a material period may constitute a no-call/no-show or abandonment. A documented emergency will be evaluated reasonably, but Contractor must notify Company as soon as safely possible.



10.3 Liquidated Damages for Unexcused Failure. The Parties agree that urgent replacement costs and Client credits resulting from an unexcused failure are difficult to predict. For each accepted assignment Contractor fails to cover without timely notice or an approved emergency, Contractor shall pay as reasonable liquidated damages the lesser of: (a) One Hundred Fifty Dollars (\$150.00); or (b) Company's documented incremental replacement cost and Client credit directly caused by the failure. This amount is compensation, not a penalty, and does not limit recovery for separate property damage, theft, fraud, confidentiality breach, or intentional misconduct.

10.4 No Automatic Deduction. Company will not automatically deduct liquidated damages, property loss, or other claims from earned compensation. Company may issue a separate written demand and may offset only with Contractor's separate written authorization or a final enforceable right to offset, and only to the extent permitted by law. Contractor may dispute the charge in writing within ten (10) calendar days.

10.5 Company or Client Cancellation. Company may cancel or modify an assignment when the Client cancels, closes, changes coverage, denies access, or an emergency prevents performance. Any cancellation fee must be stated in the Assignment Addendum. Company remains responsible for accepted Services actually performed and any expressly agreed cancellation fee.

10.6 Weather and Transportation. Contractor is responsible for reliable transportation to the Site and for monitoring reasonably available weather and travel conditions. Contractor shall not drive unsafely. If a genuine emergency prevents travel, Contractor shall follow Section 10.1.

11. DRUG, ALCOHOL, CANNABIS, AND FITNESS FOR DUTY

11.1 Incorporated Policy. Exhibit B, Drug, Alcohol, and Cannabis-Free Services Policy and Acknowledgment, is incorporated into this Agreement and must be separately signed by Contractor and every individual who may perform Services. Compliance is a material condition of assignment eligibility.

11.2 Safety-Sensitive Services. Security Services involve access to people, private property, emergencies, conflict, evidence, and confidential information. Contractor must report fit for duty, remain fit for duty, and be able to exercise unimpaired judgment, perception, coordination, communication, and reaction throughout an assignment.

11.3 Zero-Tolerance Work Environment. Contractor shall not use, possess, consume, manufacture, distribute, transfer, sell, conceal, or be impaired by alcohol, marijuana/cannabis, illegal drugs, intoxicating hemp products, synthetic drugs, inhalants, non-prescribed controlled substances, or misused prescription or over-the-counter medication while on a Site, performing or traveling for authorized Services, wearing Company or Client identification, attending a Company or Client meeting or training, or using Company or Client vehicles or property.

11.4 Cannabis Included Regardless of Form. The prohibition includes medical and recreational marijuana; THC and intoxicating cannabinoids; delta-8, delta-9, delta-10, THCA and similar products; flower, concentrates, oils, edibles, beverages, vapes, topicals intended to intoxicate, synthetic cannabinoids, and hemp-derived intoxicants. A medical authorization, lawful purchase, claimed off-duty use, CBD/hemp labeling, or legality under state law does not excuse impairment, possession at a prohibited location, or a confirmed positive result under a lawful required testing program.

11.5 Pre-Duty Restriction. Contractor shall not consume alcohol during the eight (8) hours before an assignment and shall not use cannabis or another intoxicant during the twenty-four (24) hours before an assignment. Regardless of these minimum periods, Contractor shall not report if any impairment, residual effect, odor, unsafe condition, detectable alcohol above the applicable cutoff, or prohibited confirmed test result may remain.

11.6 Medication. Contractor is responsible for understanding medication warnings and shall not perform Services when a lawful medication or medical condition makes performance unsafe. Contractor should provide medical or prescription information only to the testing provider, medical review officer, or designated confidential recipient as needed. Company may require a fitness-for-duty confirmation that states restrictions without revealing a diagnosis, to the extent permitted by law.

11.7 Testing and Removal. To the extent permitted by law and stated in Exhibit B or an Assignment Addendum, Company or Client may condition assignment eligibility on pre-assignment, random, reasonable-



suspicion, post-incident, return-to-duty, or follow-up testing. Contractor may be immediately removed from Services pending evaluation or confirmation. Refusal, delay, tampering, substitution, adulteration, or failure to cooperate is a material breach.

11.8 Consequences. A policy violation may result in denied access, immediate removal, canceled assignments, suspension, termination, reporting when legally required, and responsibility for direct losses caused by the breach. Company has no obligation to provide rehabilitation or a second chance, but may consider documented treatment and a lawful return-to-duty process in its discretion.

12. COMPENSATION, INVOICING, AND PAYMENT

12.1 Assignment Fee. Compensation is the negotiated fee stated in the Assignment Addendum. The Parties should use a flat fee per completed assignment, shift, event, post, project, or other defined result when commercially appropriate. If a lawful unit or hourly measure is used, it is a pricing method for the assignment and does not by itself change the intended relationship.

12.2 QuickBooks Invoices and Accounting Submissions. Contractor shall submit an accurate invoice through Company's designated QuickBooks process on the schedule stated in the Assignment Addendum. A complete invoice must identify Contractor's business, assignment number, dates, agreed fee, Connecteam service-verification records, approved expenses, and required reports. Form W-9s, ACH forms, banking changes, tax records, insurance records, and other accounting documents must be sent to accountant@doublesprotectiveservices.com through Company's designated secure email/Drive process. Contractor shall not place Social Security numbers, complete bank account information, or tax documents in Connecteam Updates, group messages, or unsecured text messages.

12.3 Net 30. Company shall pay each undisputed, complete, and valid invoice within thirty (30) calendar days after receipt. If the corresponding Client invoice remains unpaid, Company may send one written notice before day thirty extending payment, but not beyond sixty (60) calendar days after Company received Contractor's complete invoice. Client nonpayment does not eliminate Company's ultimate payment obligation after day sixty, except for amounts genuinely disputed because Services were not performed or Contractor materially breached the assignment.

12.4 Invoice Disputes. Company shall identify a known invoice dispute with reasonable detail and shall timely pay the undisputed portion. The Parties shall exchange supporting records and attempt to resolve the disputed portion promptly. No provision postpones payment that nonwaivable law requires sooner.

12.5 Payment Recipient and Vectra ACH. Payment will be made to the taxpayer or business name shown on Contractor's Form W-9 and approved payment account, ordinarily by ACH initiated through Company's Vectra Bank account or an approved payment processor. Contractor must complete Exhibit E and provide requested account verification before the first payment or any account change. Contractor is responsible for keeping payment information secure and current. Company may require identity verification and reasonable processing time before changing an account, and may correct or reverse an erroneous ACH entry only to the extent authorized in Exhibit E and permitted by law and banking rules.

12.6 No Direct Client Collection. Contractor's payment counterparty is Company. Contractor shall not invoice, demand payment from, threaten, harass, lien, or pursue a Client or Site owner for Company-arranged Services, and shall not ask a Client to redirect Company payments. This restriction does not waive Contractor's lawful claim against Company for amounts due.

12.7 Expenses. Contractor bears ordinary business expenses, including transportation to and from the Site, phone, clothing, licensing, insurance, tax preparation, and basic tools, unless an Assignment Addendum expressly identifies a reimbursable expense. Reimbursement requires advance written approval and a receipt.

12.8 Taxes and Reporting. Company may report payments on Form 1099-NEC or another required tax form and generally will not withhold payroll taxes. Direct Vectra Bank ACH payments for Services are generally included in Company's Form 1099-NEC review; they are not excluded merely because payment is electronic. Payment-card or qualifying third-party-network transactions will be reviewed separately to avoid duplicate reporting where the settlement entity reports them on Form 1099-K. Contractor is responsible for federal, state, and local income, self-employment, business, and other taxes. Company may withhold, report, or request updated tax documentation when law requires, including backup withholding for a missing or incorrect taxpayer identification number.



12.9 No Unauthorized Charges. Contractor shall not incur overtime, premium, travel, lodging, equipment, meal, parking, toll, or other charges for Company or Client without written approval. A Client employee cannot change Contractor's fee unless Company confirms the change in writing.

13. INSURANCE AND RISK TRANSFER

13.1 Required Coverage. Unless a signed Assignment Addendum imposes a higher requirement or Company grants a written assignment-specific waiver, Contractor shall maintain at Contractor's expense the following insurance with insurers reasonably acceptable to Company:

- Commercial general liability covering security operations, contractual liability, bodily injury, property damage, personal/advertising injury, and completed operations: at least \$1,000,000 each occurrence and \$2,000,000 aggregate.
- Security professional liability/errors and omissions: at least \$1,000,000 each claim and aggregate, with a retroactive date that covers all Services.
- Assault and battery/use-of-force coverage: at least \$1,000,000 when the assignment may involve physical intervention, crowd control, ejection, detention, or other hands-on exposure. No firearms coverage substitutes for the written authorization required by Section 6.
- Automobile liability: at least \$1,000,000 combined single limit whenever any vehicle is authorized for Services. Personal commuting alone does not authorize business vehicle use.
- Workers' compensation at statutory limits and employers' liability of at least \$1,000,000 when legally required for Contractor or Contractor's personnel; otherwise legally valid exemption documentation if available and applicable.

13.2 Additional Insured and Priority. Where commercially available and requested, Contractor shall name Doubles Protective Services LLC and the applicable Client as additional insureds for ongoing and completed operations; provide primary and noncontributory treatment; and provide a waiver of subrogation. A certificate alone does not amend coverage. Contractor shall provide the actual endorsements upon request.

13.3 Evidence and Notice. Contractor shall provide certificates, declarations, endorsements, and requested policy provisions before assignment and at each renewal. Coverage must remain in force without lapse. Contractor shall request that insurers provide advance cancellation or material-change notice as the policy permits and shall notify Company immediately upon learning of any lapse, cancellation, nonrenewal, reduction, reservation, or material exclusion.

13.4 Scope of Coverage. Policies must not exclude the Services Contractor is authorized to provide. Contractor shall disclose material exclusions, deductibles, self-insured retentions, claims-made terms, and any limitation affecting security, assault and battery, independent contractors, crowd control, professional services, abuse/molestation, or vehicle use. Company approval of evidence does not guarantee adequacy or waive Contractor's obligations.

13.5 No Coverage Under Company Policy. Contractor is not an insured under Company's policies unless a carrier expressly endorses that status. A waiver or modification of Contractor's insurance requirement does not make Contractor an employee, transfer Contractor's risk to Company, or limit Contractor's indemnity obligation.

14. CONFIDENTIALITY, DATA SECURITY, AND TRADE SECRETS

14.1 Confidential Information. "Confidential Information" includes nonpublic information concerning Company or a Client, including identities and contact information; contracts and rates; schedules; staffing; post orders; vulnerabilities; alarm, camera, access, key, badge, credential, and network information; floor plans; incident and investigation information; personal data; financial records; reports; images; recordings; trade secrets; and information a reasonable security professional would understand must be protected.

14.2 Use and Disclosure. Contractor shall use Confidential Information only to perform an accepted assignment, disclose it only to an approved person with a need to know, and use reasonable administrative, physical, and technical safeguards. Contractor shall not copy, download, forward, photograph, store in a personal cloud account, or retain Confidential Information except as necessary and authorized.

14.3 Security Incident. Contractor shall immediately report any lost device, misdirected message, phishing attempt, unauthorized access, disclosure, credential compromise, recording, theft, or suspected data incident;



preserve evidence; and follow lawful containment instructions. Contractor shall not notify affected persons, regulators, or media on Company's behalf unless authorized or legally required.

14.4 Required or Protected Disclosure. This Agreement does not prohibit Contractor from reporting a suspected violation of law to a government agency or attorney, cooperating with an investigation, responding truthfully to lawful process, or making another disclosure protected by law. To the extent lawful, Contractor shall protect unrelated Confidential Information and notify Company of compulsory process unless prohibited.

14.5 Trade Secret Immunity Notice. Contractor will not be held criminally or civilly liable under federal or state trade-secret law for a disclosure of a trade secret made in confidence to a government official or attorney solely to report or investigate a suspected violation of law, or made in a complaint or other document filed under seal. A person filing a retaliation lawsuit may disclose the trade secret to that person's attorney and use it in the proceeding if filings containing the trade secret are under seal and the trade secret is not otherwise disclosed except by court order.

14.6 Survival. Confidentiality duties continue for five (5) years after disclosure and indefinitely for trade secrets, personal data, access credentials, security vulnerabilities, and information that remains protected by law or Client contract.

15. CLIENT RELATIONSHIPS, NON-CIRCUMVENTION, AND COMMUNICATIONS

15.1 Company Relationship. Company invests in developing, contracting, insuring, scheduling, and administering Client relationships. While this Agreement is in effect, Contractor shall not bypass Company to obtain or perform substantially similar services directly for a Client or Site to which Company introduced Contractor, unless Company gives prior written consent.

15.2 No Diversion During Assignment. Contractor shall not solicit a Client to cancel, reduce, redirect, or move Company services; recruit Company personnel for a competing Site engagement; accept side payments; or use an active assignment to market competing services. General advertising not directed at a Company Client is not prohibited.

15.3 Post-Term Confidentiality; No Misuse. After this Agreement ends, Contractor shall not use or disclose Company's trade secrets or Confidential Information to identify, target, solicit, or divert a Client. This is a restriction on misuse of protected information, not a post-term noncompetition or customer-nonsolicitation covenant. It does not prohibit general advertising, accepting unsolicited work, serving the general market, using information lawfully known without a confidentiality duty, or serving a relationship Contractor can document existed independently before Company. Sections 14 and 15.1-15.2 remain enforceable according to their terms.

15.4 No Broad Noncompete. This Agreement does not prohibit Contractor from operating a lawful security business, working for competitors, or serving the general market. Any broader post-term restrictive covenant must be in a separate written addendum that independently satisfies then-current law.

15.5 Client Directions. Contractor may receive day-to-day Site information from an authorized Client contact, but only Company may approve a material scope, rate, schedule, weapons, vehicle, staffing, or contract change. Contractor shall promptly forward Client complaints, requests for additional service, and commercial discussions to Company.

16. PROPERTY, KEYS, CREDENTIALS, TECHNOLOGY, AND WORK PRODUCT

16.1 Limited Custody. Company Property and Client property remain the owner's property. Contractor receives only a revocable, assignment-limited right to use approved items for Services and shall protect them from loss, duplication, sharing, damage, and unauthorized access.

16.2 Keys and Credentials. Contractor shall not duplicate keys, record access codes, share badges, leave credentials unattended, or permit tailgating contrary to Site rules. A missing key, badge, device, or credential must be reported immediately. Contractor is responsible for documented reasonable replacement, rekeying, or remediation costs to the extent caused by Contractor's breach or negligence.

16.3 Required Technology and Account Security. Contractor shall use Connecteam, QuickBooks, Company's secure email/Drive process, and any authorized Client access or reporting system only for approved business purposes. Contractor shall maintain a functioning device and data access sufficient for



accepted assignments; enable required notifications and reasonable security updates; protect passwords and device locks; never share login credentials; and immediately report loss, compromise, phishing, or unauthorized access. Contractor may not disable security controls, falsify electronic records, copy software, or upload confidential, tax, or banking information to an unapproved channel.

16.4 Work Product. To the extent permitted by law, reports, logs, photographs, recordings, forms, procedures, and other work product created specifically for an assignment are works made for hire for Company or, if not legally a work made for hire, are irrevocably assigned to Company upon creation. Contractor retains preexisting general know-how and tools, but grants Company a perpetual license to any preexisting material embedded in the work product as needed to use it.

16.5 Return and Deletion. Upon request, assignment completion, or termination, Contractor shall immediately return Company Property and Client property, stop using access, and securely delete unauthorized retained copies. Contractor shall certify return/deletion when requested, subject to lawful tax records, legal holds, and protected disclosures.

17. COMPLIANCE, CONFLICTS, AND BUSINESS ETHICS

17.1 Compliance with Law and Contract. Contractor shall comply with applicable federal, state, county, and municipal law; licensing and security rules; lawful Client rules; fire and occupancy requirements; privacy and recording law; anti-bribery and anti-trafficking law; and the Assignment Addendum. Contractor shall not follow an instruction Contractor reasonably believes is illegal and shall report it promptly.

17.2 Equal and Respectful Services. Contractor shall not discriminate, harass, retaliate, or deny service on an unlawful basis. Contractor shall promptly report harassment, threats, violence, or retaliation connected to a Site or assignment through the designated channel.

17.3 Conflicts. Contractor shall disclose any financial, family, employment, legal, romantic, or other relationship that could reasonably impair impartial performance, compromise security, or create divided loyalty at a Site. Company may implement a reasonable conflict-management measure or decline the assignment.

17.4 Anti-Bribery and Kickbacks. Contractor shall not offer, request, pay, accept, or conceal a bribe, kickback, referral fee, side payment, or thing of value intended to influence a Client, Company representative, public official, vendor, or assignment decision.

17.5 Contractor Personnel. If Contractor is an entity or uses an approved substitute, Contractor is solely responsible for that person's compensation, taxes, benefits, insurance, direction, discipline, and legal compliance. No such person becomes Company's employee merely by performing an approved assignment.

18. INDEMNIFICATION AND CLAIM RESPONSIBILITY

18.1 Contractor Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Company, its members, managers, officers, employees, agents, insurers, successors, and applicable Clients (collectively, "Indemnified Parties") from third-party claims, demands, proceedings, damages, judgments, fines, penalties, liabilities, liens, losses, and reasonable attorneys' fees to the extent arising from: (a) Contractor's or Contractor Personnel' negligent, reckless, willful, fraudulent, or illegal act or omission; (b) breach of this Agreement or an Assignment Addendum; (c) bodily injury, death, property damage, privacy violation, data incident, discrimination, harassment, use of force, detention, vehicle use, weapon, drug/alcohol/cannabis violation, or security-service error caused by Contractor; (d) Contractor's taxes, licenses, insurance, wages, benefits, or obligations to Contractor Personnel; or (e) an allegation by Contractor Personnel that an Indemnified Party employed or owes compensation to that person, except to the extent caused by the Indemnified Party's own violation of nonwaivable law.

18.2 Allocation. Contractor has no duty to indemnify an Indemnified Party for the portion of a claim finally determined to have been caused by that party's sole negligence, gross negligence, willful misconduct, or knowing legal violation. When fault is shared, obligations are allocated to the extent permitted by law.

18.3 Defense Procedure. Company shall give reasonably prompt notice of a covered claim. Contractor may control the defense with competent counsel acceptable to Company, but may not settle a claim that admits wrongdoing by, imposes nonmonetary obligations on, or fails to fully release an Indemnified Party without that party's written consent. Company may participate with its own counsel at its expense, except Contractor shall



pay that expense when a conflict of interest or Contractor's failure to defend makes separate counsel reasonably necessary.

18.4 Insurance Is Not a Limit. Insurance requirements do not limit indemnity or other liability. The Parties intend available insurance to respond first where applicable, without waiving rights against a responsible party.

19. LIMITATION OF LIABILITY

19.1 Excluded Damages. Except for amounts due for accepted Services, a Party's confidentiality or data breach, property loss, indemnity obligations, fraud, gross negligence, willful misconduct, bodily injury, or violation of nonwaivable law, neither Party is liable to the other for remote, speculative, special, exemplary, or consequential damages that were not reasonably foreseeable when the Assignment Addendum was accepted.

19.2 Security Risk. Contractor acknowledges that security Services reduce or manage risk but cannot eliminate all crime, loss, injury, or disruption. Contractor is responsible for professional performance, not for guaranteeing a result beyond the agreed Services.

19.3 Nonwaivable Rights. Nothing in this Agreement waives a right or remedy that cannot lawfully be waived, limits a government agency's authority, or prevents either Party from reporting suspected unlawful conduct.

20. TERM, SUSPENSION, AND TERMINATION

20.1 Term. This Agreement begins on the Effective Date and continues for one (1) year, automatically renewing for successive one-year terms unless either Party gives at least seven (7) days' written notice of nonrenewal or termination. Termination of the master relationship does not excuse an accepted assignment unless the Parties agree or another provision permits cancellation.

20.2 Immediate Suspension. Company may immediately remove or suspend Contractor from an assignment or from eligibility while investigating a safety, licensing, insurance, Client-access, impairment, weapon, force, harassment, theft, confidentiality, falsification, abandonment, or other material concern. Suspension is not a finding of fault. Company will review reasonably available information and communicate the eligibility decision.

20.3 Immediate Termination for Cause. Either Party may terminate immediately for material breach. Company cause includes confirmed drug/alcohol/cannabis violation; test refusal or tampering; unauthorized weapon or vehicle use; violence or unlawful force; theft, fraud, or falsification; serious harassment or discrimination; confidentiality or credential breach; no-call/no-show or abandonment; sleeping on duty; license or insurance lapse; illegal conduct; repeated performance failure; or refusal to correct a material safety violation.

20.4 Termination for Convenience. Either Party may terminate this Agreement for convenience on seven (7) days' written notice. Company may also stop offering future assignments, and Contractor may stop accepting them, without breaching this Agreement. Accepted assignments remain governed by their cancellation terms.

20.5 Effect of Termination. Contractor shall stop representing any affiliation, return property, preserve required records, submit a final invoice, and cooperate in a safe turnover. Company shall pay undisputed amounts under Section 12. Sections concerning payment, records, confidentiality, property, client communications, indemnity, limitation of liability, dispute resolution, and other terms that by nature should survive will survive.

21. DISPUTE RESOLUTION AND GOVERNING LAW

21.1 Good-Faith Conference. Before filing a civil action, the Parties shall give written notice of the dispute and meet by telephone or videoconference within ten (10) business days to attempt resolution. This requirement does not delay an emergency injunction, a filing deadline, an agency charge, a protected report, or a claim that law permits to proceed immediately.

21.2 Mediation. If the dispute is not resolved, either Party may request nonbinding mediation in the Denver-Aurora metropolitan area. The Parties will share the mediator's fee equally unless they agree otherwise. Mediation is not required when the amount in controversy is within small-claims jurisdiction, immediate equitable relief is needed, or a nonwaivable procedure controls.



21.3 Governing Law and Venue. Colorado law governs without regard to conflict-of-law rules. Subject to nonwaivable law, exclusive venue lies in the state courts serving Arapahoe County, Colorado, or the federal court with jurisdiction over that county. Each Party consents to personal jurisdiction there.

21.4 Equitable Relief. Actual or threatened misuse of access credentials, Company Property, Confidential Information, trade secrets, or Client security information may cause harm not adequately repaired by money. A court may grant lawful temporary, preliminary, or permanent equitable relief without eliminating other remedies.

21.5 Fees. The prevailing Party in a contract action may recover reasonable attorneys' fees and costs only to the extent permitted by law and subject to any statute that provides a different rule. Each Party bears its own pre-suit and mediation costs unless a settlement states otherwise.

22. NOTICES

22.1 Method. A formal notice under this Agreement must be in writing and delivered by personal delivery, nationally recognized overnight service, certified U.S. mail, or email with confirmation of receipt. Routine scheduling, incident, or Site communications may use the designated application, text, telephone, or email.

22.2 Company Notice Address. Notices to Company shall be sent to: Doubles Protective Services LLC, PO Box 440264, Aurora, Colorado 80014; email: ; with a copy to any updated address Company provides in writing.

22.3 Contractor Notice Address. Notices to Contractor shall be sent to the mailing and email addresses on the signature page or Contractor's latest written update. Each Party must promptly update contact information. A notice is effective upon personal delivery, confirmed email receipt, one business day after overnight delivery, or three business days after certified mailing.

23. GENERAL TERMS

23.1 Entire Agreement. This Agreement, its Exhibits, and signed Assignment Addenda are the entire agreement concerning the subject and replace prior oral or written understandings. No statement by a Client or field contact changes the Agreement.

23.2 Amendments. An amendment must be in a writing signed or electronically accepted by authorized representatives of both Parties. Company may update a safety, legal, licensing, data-security, or drug-testing requirement upon reasonable written notice when needed for law, insurance, or Client protection; Contractor may reject future assignments affected by the update, but must comply with an accepted assignment or withdraw under the cancellation terms.

23.3 Assignment. Contractor may not assign this Agreement or delegate an assignment except through the approved-substitute process. Company may assign this Agreement to a successor, purchaser, affiliate, or entity assuming the applicable Client contract, provided that entity assumes Company's payment obligations.

23.4 Severability and Lawful Construction. An invalid or unenforceable provision will be severed or narrowed only to the extent law permits, and the remaining provisions will continue. The Parties do not intend an unlawful restrictive covenant, waiver, penalty, or classification term. Headings are for convenience and do not limit meaning.

23.5 No Waiver. A waiver must be in writing and applies only to the stated circumstance. Delay or failure to enforce one breach does not waive another. A written insurance waiver does not waive licensing, safety, or indemnity obligations.

23.6 Counterparts, Electronic Records, and Signatures. This Agreement and an Assignment Addendum may be signed in counterparts and by electronic signature, Connecteam acceptance, Connecteam Updates acknowledgment, approved click acceptance, or scanned signature, each treated as an original to the extent permitted by law. QuickBooks submissions and approved electronic accounting records may be used to document invoicing and payment authorization. Contractor shall not permit another person to use Contractor's credentials or submit an acknowledgment on Contractor's behalf.

23.7 Interpretation. The Parties have had the opportunity to review this Agreement and consult independent legal, tax, and insurance advisers. No rule construing ambiguity against the drafter applies. "Including" means "including without limitation," and singular includes plural when context requires.



23.8 No Third-Party Beneficiaries. Except for Indemnified Parties and a Client's rights concerning its property, Confidential Information, and Site security, no third party is an intended beneficiary.

24. CONTRACTOR ACKNOWLEDGMENTS

24.1 Review. Contractor confirms that Contractor read the entire Agreement, had an opportunity to ask questions and obtain independent advice, understands the material obligations, and is not relying on an oral promise of guaranteed work, hours, duration, income, Client payment, or employee benefits.

24.2 Truthfulness. Contractor confirms that onboarding, license, insurance, business-status, tax, training, background, testing, and payment information is accurate and complete. Contractor understands that material falsification is grounds for immediate termination and may be reported when law requires.

24.3 Exhibits. Contractor confirms receipt of Exhibit A (Assignment Addendum form), Exhibit B (Drug, Alcohol, and Cannabis-Free Services Policy and Acknowledgment), Exhibit C (Compliance and Insurance Checklist), Exhibit D (Colorado Independent Contractor Certification), and Exhibit E (Required Systems, Accounting, and ACH Authorization Acknowledgment).

BY SIGNING BELOW, THE PARTIES INTEND TO BE LEGALLY BOUND AS OF THE EFFECTIVE DATE.

DOUBLES PROTECTIVE SERVICES LLC	CONTRACTOR
Signature:	Signature:
Printed name:	Printed name:
Title:	Business/DBA:
Date:	Date:
Email:	Email:



EXHIBIT A

ASSIGNMENT ADDENDUM

Complete and sign or electronically accept one addendum for each distinct assignment.

ASSIGNMENT IDENTIFICATION	
Assignment number	
Master Agreement date	
Contractor legal/business name	
Client / Site identifier	
Site address	
Company Contact	Name: Phone:
Client emergency contact	Name/role: Phone:

A-1. COVERAGE AND SERVICE RESULT

COVERAGE DETAILS	
Start date	
End date / ongoing term	
Coverage days	☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
Start and end time	Start: End: Time zone:
Service type	☐ Unarmed fixed post ☐ Event/crowd observation ☐ Access control ☐ Other:
Required result / deliverables	
Check-in / reporting method	Connecteam, unless Company designates another approved system
Post orders provided	☐ Yes Date: ☐ No - must be provided before start



DEFAULT RESTRICTIONS

☐ No weapon of any kind is authorized. ☐ No vehicle patrol, response, pursuit, or transport is authorized. Any exception requires a separate written addendum, verified licensing/endorsement, training, Client approval, and insurance. A checked or initialed exception below is not sufficient by itself.

A-2. COMPENSATION AND INVOICING

COMMERCIAL TERMS

Pricing method	☐ Flat fee per completed assignment/shift: \$ ☐ Other unit fee:
Invoice frequency	☐ Weekly ☐ Biweekly ☐ Per event/project ☐ Other:
Invoice submission address/system	QuickBooks / secure accounting process: accountant@doublesprotectiveservices.com
Cancellation fee, if any	\$ if Company cancels with fewer than hours notice
Approved reimbursable expenses	☐ None ☐ As follows:
Special payment condition	

A-2.1 Payment Terms. Unless this Addendum expressly states a lawful different term, complete undisputed invoices are Net 30, subject to the single written extension not beyond day 60 described in Section 12.3 of the Master Agreement.

A-2.2 Missed Assignment. The liquidated-damages cap in Section 10.3 applies unless this Addendum states a lower amount: \$. The amount may not exceed documented incremental replacement and Client-credit costs and may not be automatically deducted from earned compensation.

A-3. QUALIFICATIONS, EQUIPMENT, AND SPECIAL CONDITIONS

ASSIGNMENT-SPECIFIC REQUIREMENTS

Required license / guard card	
Required training/certifications	
Contractor-supplied uniform/equipment	
Company/Client property issued	
Insurance variation or higher limit	
Testing requirement	☐ Standard Exhibit B only ☐ Pre-assignment ☐ Random ☐ Client program ☐ Other:



Approved substitute permitted	☐ Yes, subject to Section 4.4 ☐ Named individual required
Other special conditions	

A-4. ACCEPTANCE

A-4.1 Contractor accepts the assignment after reviewing the Site, coverage window, service result, fee, post orders or their availability, required qualifications, drug/alcohol/cannabis requirements, and risks. The Master Agreement remains in effect.

DOUBLES PROTECTIVE SERVICES LLC	CONTRACTOR
Signature:	Signature:
Printed name:	Printed name:
Title:	Business/DBA:
Date:	Date:
Email:	Email:



EXHIBIT B

DRUG, ALCOHOL, AND CANNABIS-FREE SERVICES POLICY AND ACKNOWLEDGMENT

Separate signature required for Contractor and each individual service provider.

ZERO-TOLERANCE SAFETY RULE

No person may report for, remain on, or represent an assignment while impaired by or in prohibited possession of alcohol, marijuana/cannabis, illegal drugs, intoxicating hemp products, synthetic drugs, inhalants, non-prescribed controlled substances, or misused medication. Marijuana is included even when state-lawful, medically authorized, purchased off duty, or labeled as hemp/CBD.

B-1. PURPOSE AND SCOPE

B-1.1 Purpose. Security Services are safety-sensitive because they involve public interaction, emergencies, judgment, observation, access, conflict, evidence, and private property. This Policy establishes a drug-, alcohol-, and cannabis-free work environment and a fitness-for-duty standard.

B-1.2 Covered Persons. This Policy applies to Contractor, Contractor Personnel, proposed substitutes, and any person seeking or performing an assignment. Contractor is responsible for distributing and enforcing it with approved personnel.

B-1.3 Covered Times and Places. This Policy applies while applying for a testing-required assignment; on Company or Client property; at a Site; during an assignment, briefing, meeting, training, authorized travel, or emergency response; in a Company or Client vehicle; while using Company Property; and while wearing or displaying Company or Client identification.

B-2. PROHIBITED SUBSTANCES AND CONDUCT

B-2.1 Alcohol. "Alcohol" includes beer, wine, liquor, spirits, hard seltzer, mixed beverages, products containing beverage alcohol, and alcohol consumed in any form. Contractor may not possess an open container, consume alcohol, report with prohibited alcohol present, or remain on assignment after consuming alcohol. Contractor shall not consume alcohol within eight (8) hours before an assignment.

B-2.2 Marijuana/Cannabis. "Cannabis" includes marijuana in any form; medical or recreational cannabis; THC, THCA, delta-8, delta-9, delta-10, and similar intoxicating cannabinoids; flower, pre-rolls, hash, concentrates, oils, wax, edibles, beverages, tinctures, capsules, vapes, and synthetic cannabinoids; and intoxicating products marketed as hemp. Contractor shall not use cannabis within twenty-four (24) hours before an assignment and shall allow more time whenever necessary to avoid residual effects or a prohibited test result.

B-2.3 Other Drugs. Prohibited drugs include illegal drugs, cocaine, methamphetamine, amphetamines without a valid prescription, opioids without a valid prescription, fentanyl, heroin, PCP, hallucinogens, MDMA, synthetic stimulants, synthetic cannabinoids, inhalants, and any substance used to become intoxicated or impair performance.

B-2.4 Medication Misuse. Using another person's medication; using medication contrary to instructions; combining medication with alcohol or another substance in an unsafe manner; or reporting when medication materially impairs judgment, alertness, coordination, communication, or reaction is prohibited.

B-2.5 Possession, Distribution, and Paraphernalia. Possessing, manufacturing, distributing, transferring, selling, soliciting, concealing, or facilitating a prohibited substance or drug paraphernalia in a covered place or time is prohibited. Lawfully possessed medication must remain secured and used only as prescribed, away from public view when practical.

B-2.6 Odor and Residue. Contractor shall not report with an odor, visible residue, packaging, smoke, vapor, or other condition reasonably indicating recent prohibited use or possession. A product's legality does not make the condition acceptable for a security assignment.



B-2.7 Off-Duty Conduct. This Policy does not attempt to regulate every lawful off-duty activity. However, off-duty use never excuses reporting impaired, violating the pre-duty restrictions, possessing a prohibited substance at a covered place, failing a lawful required test, violating a license or Client rule, or creating a safety risk.

B-3. FITNESS FOR DUTY AND MEDICATION

B-3.1 Self-Assessment. Before and throughout each assignment, Contractor must honestly assess fitness for duty. When uncertain, Contractor shall not report or shall immediately step away to a safe location and contact Company. Contractor must not drive from a Site when impaired or when Company directs Contractor not to drive because of a reasonable safety concern.

B-3.2 Lawful Medication. A lawful prescription or over-the-counter medication is not automatically prohibited. Contractor must follow instructions and warnings and must not perform when side effects make Services unsafe. Contractor should disclose medical details only to a testing provider, medical review officer, or designated confidential recipient, not in a routine group message or incident log.

B-3.3 Fitness Confirmation. To the extent permitted by law, Company may request a provider's fitness-for-duty statement that identifies whether Contractor can safely perform specified functions and any necessary restrictions, without requiring an unnecessary diagnosis. Contractor bears ordinary medical costs unless law or a written assignment term provides otherwise.

B-3.4 CBD/Hemp Risk. Contractor understands that CBD or hemp products may contain THC, may be mislabeled, and may cause a positive test. Product labeling, claimed lawful purchase, or lack of intended intoxication is not a defense to a confirmed prohibited result.

B-4. TESTING CIRCUMSTANCES

B-4.1 Testing Authority. To the extent permitted by law and required by Company, Client, insurer, licensing authority, or an Assignment Addendum, Contractor may be required to complete:

- Pre-assignment or pre-access testing before entering a testing-required Site;
- Random testing under a neutral selection process for a covered pool;
- Reasonable-suspicion testing based on specific, contemporaneous observations or reliable information;
- Post-incident testing after an injury, vehicle event, use of force, property damage, weapon event, significant safety event, or incident where substance use could reasonably be relevant;
- Return-to-duty and follow-up testing after a prior violation or treatment arrangement; and
- Testing required by a Client contract, government rule, license, insurer, or lawful Site-access program.

B-4.2 Reasonable-Suspicion Indicators. Indicators may include odor; admission; possession; slurred or unusually rapid speech; unsteady movement; confusion; drowsiness; agitation; unusual mood or behavior; impaired coordination; repeated unexplained errors; unsafe acts; credible witness information; or other specific facts. When practical, two trained observers should document the concern, but one credible observer may act when delay creates risk.

B-4.3 Testing Methods. Testing may use urine, oral fluid, hair, breath, blood, or another lawful method selected for the program. Drug screening should use confirmation procedures and, when applicable, review by a qualified medical review officer. Alcohol testing may use an evidential breath device or other reliable method. The applicable laboratory, Client, or program cutoff controls.

B-4.4 Alcohol Standard. A confirmed breath-alcohol concentration of 0.02 or higher, or another lower lawful Client/program cutoff stated in an Assignment Addendum, is prohibited. Observable impairment or possession may violate the Policy even when a numeric test is unavailable or below that cutoff.

B-4.5 Confirmed Drug Result. A nonnegative screen is not final until required confirmation and medical review are complete. A confirmed positive or otherwise prohibited result under the applicable written testing program may be a policy violation to the extent permitted by law, even when Contractor reports earlier off-duty use. A cannabis metabolite result alone will not be described as conclusive proof of present impairment; observed impairment, possession, admission, safety conduct, and other reliable evidence will be documented separately.



B-5. TESTING PROCEDURE, REFUSAL, AND CONFIDENTIALITY

B-5.1 Cooperation. When directed to test, Contractor shall promptly stop Services, follow transportation and collection instructions, appear within the specified testing window, provide valid identification, complete required forms and releases, remain available for medical review, and avoid conduct that could delay or compromise the test.

B-5.2 Refusal. Refusal includes expressly declining; failing to appear or remain; failing to provide a sufficient specimen without an accepted medical explanation; failing to cooperate; leaving the scene or collection site without authorization; failing to complete a required confirmation or medical review; or refusing a lawful safety instruction connected to testing.

B-5.3 Tampering. Adulterating, diluting, substituting, switching, concealing, contaminating, or attempting to manipulate a specimen or result; using a device or product intended to defeat testing; presenting another person's specimen; or falsifying information is a refusal and a material integrity breach.

B-5.4 Cost. Company or Client will ordinarily pay for a test Company or Client requires. Contractor shall pay for an optional independent retest or analysis unless the result is reversed or the governing program states otherwise. Contractor may be responsible for costs caused by tampering or an unjustified failure to appear, to the extent permitted by law.

B-5.5 Confidentiality. Company will limit test and medical information to persons with a legitimate business, safety, legal, licensing, insurance, or Client-access need and will store it with reasonable safeguards. Results may be disclosed to the testing provider, medical review officer, Client program administrator, insurer, attorney, government authority, or court when authorized or required.

B-5.6 Safe Removal. Company may direct Contractor to stop work, surrender Site access, and use a safe ride. Contractor shall not drive if impaired or instructed not to drive because of a reasonable safety concern. When necessary to protect safety, Company may contact an emergency contact, transportation service, Client security, or law enforcement.

B-6. CONSEQUENCES AND RETURN TO ELIGIBILITY

B-6.1 Immediate Action. A suspected violation may result in immediate removal and temporary suspension while facts are reviewed. A confirmed violation, refusal, tampering, possession, distribution, or on-duty use may result in termination of the assignment and Master Agreement, loss of future eligibility, Client exclusion, and reporting when legally required.

B-6.2 No Rehabilitation Obligation. Because Contractor is an independent business, Company does not promise paid leave, treatment, rehabilitation, accommodation, or reinstatement. Company may, in its discretion and when Client and law permit, consider proof of assessment/treatment, a negative return-to-duty test, a written compliance agreement, and follow-up testing.

B-6.3 No Retaliation for Good-Faith Safety Report. Contractor shall promptly report suspected impairment or prohibited possession creating a safety risk. Company prohibits retaliation for a good-faith report, participation in a review, or refusal to perform an illegal or imminently dangerous act.

B-6.4 Nonwaivable Law. This Policy will be administered to the extent permitted by applicable law. A legally required accommodation or protected disclosure will be considered through the designated confidential process, but no person may perform safety-sensitive Services while unable to do so safely.

B-7. INDIVIDUAL ACKNOWLEDGMENT AND CONSENT

☐ I received, read, and understand the entire Drug, Alcohol, and Cannabis-Free Services Policy.

☐ I understand that marijuana/cannabis is prohibited for covered Services even when medical, recreational, state-lawful, purchased off duty, or marketed as hemp/CBD.

☐ I agree to report fit for duty, comply with the 8-hour alcohol and 24-hour cannabis minimum pre-duty restrictions, and allow more time when needed to avoid impairment or a prohibited result.

☐ I consent, as a condition of assignment eligibility and to the extent permitted by law, to testing described in this Policy and the applicable Assignment Addendum.



- ☐ I understand that refusal, delay, tampering, substitution, adulteration, or failure to cooperate is a material violation.
- ☐ I authorize the testing provider and medical review officer to communicate eligibility and verified results to the designated Company or Client program recipient as permitted by law and any separate release.
- ☐ I agree not to drive after removal when impaired or when directed not to drive because of a reasonable safety concern.
- ☐ I understand that violation may result in immediate removal, suspension, canceled assignments, or termination.

SEPARATE POLICY SIGNATURE

Individual printed name	
Contractor business / DBA	
Signature	
Date	
Email / telephone	



EXHIBIT C

CONTRACTOR COMPLIANCE AND INSURANCE CHECKLIST

No assignment until all applicable items are approved and current.

C-1. IDENTITY AND BUSINESS

- ☐ Signed Master Agreement and all Exhibits Date/initials:
- ☐ Completed Form W-9 matching payment name/account and Exhibit E ACH authorization submitted through the secure accounting process Date/initials:
- ☐ Government-issued identification verified through approved process Date/initials:
- ☐ Business registration, trade name/DBA, EIN, or other independent-business evidence, as applicable Date/initials:
- ☐ Business mailing address, email, telephone, and emergency contact Date/initials:
- ☐ Separate payment account or documented taxpayer/payee name Date/initials:

C-2. LICENSING AND QUALIFICATIONS

- ☐ Current jurisdiction-required guard card/license/registration Date/initials:
- ☐ Current photograph and credential expiration tracked Date/initials:
- ☐ Assignment-required training and certifications Date/initials:
- ☐ CPR/first aid/AED proof when required Date/initials:
- ☐ De-escalation, report-writing, crowd-management, or specialty proof when required Date/initials:
- ☐ Separate lawful background-check disclosure/authorization completed when required Date/initials:

C-3. DRUG, ALCOHOL, AND CANNABIS

- ☐ Exhibit B separately signed by each service provider Date/initials:
- ☐ Pre-assignment test completed when required Date/initials:
- ☐ Client-specific testing consent/release completed when required Date/initials:
- ☐ Any fitness-for-duty restriction reviewed through confidential process Date/initials:

C-4. INSURANCE

- ☐ Commercial general liability: \$1M each occurrence / \$2M aggregate Date/initials:
- ☐ Security professional liability/E&O: \$1M each claim / aggregate Date/initials:
- ☐ Assault and battery/use-of-force coverage when applicable Date/initials:
- ☐ Automobile liability: \$1M CSL when any vehicle is authorized Date/initials:
- ☐ Workers compensation or legally valid exemption documentation, as applicable Date/initials:
- ☐ Certificates plus additional-insured, primary/noncontributory, and waiver endorsements when required Date/initials:
- ☐ Policy expiration dates, exclusions, deductibles/SIRs, and claims-made retroactive date reviewed Date/initials:

C-5. ASSIGNMENT ACTIVATION

- ☐ Assignment Addendum accepted Date/initials:
- ☐ Post orders received and reviewed Date/initials:



- ☐ Client/Site access approved Date/initials:
- ☐ Uniform/equipment responsibility confirmed Date/initials:
- ☐ No-weapons and no-vehicle default confirmed Date/initials:
- ☐ Company and Client emergency contacts saved Date/initials:
- ☐ Connecteam scheduling, clock-in/out, Updates acknowledgment, QuickBooks invoicing, and secure accounting submission methods tested Date/initials:

C-6. APPROVAL RECORD

COMPANY USE	
Contractor / individual	
Approved assignment categories	
Restrictions	
Approval effective date	
Next credential review date	
Reviewed by	Name/title:
Reviewer signature	Date:



EXHIBIT D

COLORADO INDEPENDENT CONTRACTOR CERTIFICATION

This certification must match the actual relationship and business practices.

IMPORTANT

Signing this certification or receiving Form 1099 does not by itself determine legal status. Contractor should not sign a statement that is untrue. Company and Contractor must operate consistently with the actual facts and applicable law.

D-1. CONTRACTOR CERTIFICATIONS

- ☐ I am customarily engaged in an independently established trade, occupation, profession, or business related to the Services.
- ☐ I hold myself or my business out to the public as available to provide security or related services and may seek and serve other customers.
- ☐ I may accept or reject each offered assignment before acceptance and am not guaranteed work, hours, duration, or income.
- ☐ I may work for others, including competitors, subject only to accepted commitments, confidentiality, conflicts, and lawful Client restrictions.
- ☐ I control my business organization, ordinary expenses, tax records, insurance, licenses, foundational training, transportation, and tools, except limited Site items supplied for security or compatibility.
- ☐ I understand that Client-required time, place, access, post orders, safety rules, and legal requirements are assignment specifications, and I retain professional control of lawful means and methods within those constraints.
- ☐ I have an opportunity for profit and risk of loss based on assignments accepted, expenses, efficiency, insurance, business decisions, and other customers.
- ☐ I maintain separate records and will promptly notify Company if the facts supporting this independent business relationship materially change.
- ☐ I am responsible for federal, state, and local taxes and for any personnel I lawfully use through the approved-substitute process.
- ☐ No Company representative promised that a contract label will override a government agency, court, or nonwaivable law.

D-2. COMPANY OPERATING COMMITMENTS

- ☐ Company will not require Contractor to accept offered assignments or work exclusively for Company.
- ☐ Company will describe desired results, coverage windows, Site constraints, legal/safety requirements, and Client specifications rather than control Contractor's separate business.
- ☐ Company will limit training to assignment-specific orientation and compliance unless a separate program is voluntarily agreed.
- ☐ Company will not provide employee benefits or represent that Contractor is covered as an employee unless required by law or policy endorsement.
- ☐ Company will make payment under the Agreement and will not automatically deduct disputed penalties or damages from earned compensation.
- ☐ Company will maintain separate operations and will not combine Contractor's independent business with Company beyond the accepted assignment.
- ☐ Company will review classification when actual practices materially depart from this Agreement.



D-3. COLORADO NOTICE

UNEMPLOYMENT / TAX NOTICE

THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY THE INDEPENDENT CONTRACTOR OR SOME OTHER ENTITY. THE INDEPENDENT CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS PAID PURSUANT TO THE CONTRACT RELATIONSHIP.

WORKERS' COMPENSATION / TAX NOTICE

THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS FROM THE COMPANY UNDER THIS CONTRACT. THE INDEPENDENT CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED PURSUANT TO THE CONTRACT RELATIONSHIP. NONWAIVABLE LAW AND ANY EXPRESS COVERAGE ENDORSEMENT CONTROL.

D-4. SIGNATURES

DOUBLES PROTECTIVE SERVICES LLC	CONTRACTOR
Signature:	Signature:
Printed name:	Printed name:
Title:	Business/DBA:
Date:	Date:
Email:	Email:

D-5. NOTARY ACKNOWLEDGMENTS

Complete both acknowledgments when the parties intend to rely on a notarized Colorado independent-contractor certification.

COMPANY ACKNOWLEDGMENT	CONTRACTOR ACKNOWLEDGMENT
State of Colorado County of	State of Colorado County of
Acknowledged before me on , 20 , by as for Doubles Protective Services LLC.	Acknowledged before me on , 20 , by , the Contractor or authorized representative identified above.
Notary signature:	Notary signature:
Printed name:	Printed name:
My commission expires:	My commission expires:
[Notary seal]	[Notary seal]



EXHIBIT E

REQUIRED SYSTEMS, ACCOUNTING, AND ACH AUTHORIZATION

Separate acknowledgment and completed payment authorization are required before the first assignment or payment.

E-1. CONNECTTEAM AND ELECTRONIC RECORDS

E-1.1 Primary Platform. Connectteam is Company's current platform for offered and accepted assignments, availability, schedules, post orders, clock-in/clock-out or arrival/departure verification, required check-ins, logs, incident routing, and Updates. Company may replace or supplement the platform upon written notice.

E-1.2 Required Use After Acceptance. Contractor may reject an offered assignment before acceptance. Once Contractor accepts an assignment, Contractor shall use the designated Connectteam functions needed to document the agreed service result, protect the Client, and support billing and records.

E-1.3 Updates and Acknowledgments. Contractor shall review and acknowledge required Updates, safety notices, policy notices, post orders, Client instructions, and time-sensitive communications by the stated deadline. An electronic acknowledgment is Contractor's record that the item was received and reviewed; it does not waive nonwaivable rights or authorize another person to accept on Contractor's behalf.

E-1.4 Accuracy, Credentials, and Outages. Contractor shall make accurate entries, keep login credentials private, and promptly report a lost device, compromised account, incorrect time entry, missed notification, or system outage. If Connectteam is unavailable, Contractor shall immediately use the designated backup contact method and complete the record when access is restored.

E-1.5 Limited Tracking. Location and time data may be collected during an active accepted assignment for presence, safety, service verification, Client requirements, and billing. Company will not intentionally use its systems to track Contractor outside an active assignment.

E-2. QUICKBOOKS AND SECURE ACCOUNTING SUBMISSIONS

E-2.1 Invoices. Contractor shall submit invoices through Company's designated QuickBooks process on the schedule stated in the applicable Assignment Addendum. The invoice and Connectteam service-verification record must agree. Contractor shall promptly correct incomplete or inaccurate submissions.

E-2.2 Accounting Channel. Contractor shall send Form W-9, ACH authorization, banking changes, tax information, insurance records, and other accounting documents to accountant@doublesprotectiveservices.com through Company's designated secure email/Drive process. Contractor shall not send complete bank account or Social Security information in Connectteam Updates, group chat, or unsecured text messages.

E-2.3 Record Match. The legal or business name on the invoice, Form W-9, ACH account, and Contractor file must match or be supported by documentation reasonably requested by Company. Company may hold an incomplete or suspicious payment change for verification without waiving the underlying payment obligation.

E-3. ACH PAYMENT AUTHORIZATION

E-3.1 Authorization - Credits Only. Contractor authorizes Doubles Protective Services LLC to initiate ACH credit entries through its Vectra Bank account or approved processor to the account identified below for amounts Company owes under the Agreement. If Company deposits an erroneous amount, Contractor also authorizes a correcting or reversing entry that does not exceed the erroneous credit, after notice when reasonably practicable and only to the extent permitted by law and applicable banking rules. This authorization does not permit Company to debit fees, penalties, damages, advances, chargebacks, or disputed contract amounts from Contractor's account.

E-3.2 Effective Period and Changes. This authorization remains effective until Company receives written revocation or replacement instructions through the secure accounting process and has a reasonable opportunity, ordinarily at least ten (10) business days, to act. Revocation affects the payment method, not amounts already owed. Contractor shall promptly report a closed, frozen, compromised, or changed account.



E-3.3 Accuracy and Bank Delays. Contractor certifies that Contractor is authorized to use the account and that the information is accurate. Contractor is responsible for delays, returns, or fees caused by incorrect or outdated information, except to the extent caused by Company. Company is not responsible for delays caused solely by a financial institution, payment network, holiday, outage, or legal hold after Company timely initiates a correct payment.

E-4. INDIVIDUAL ACKNOWLEDGMENTS

- ☐ I received, reviewed, and agree to use Connecteam for accepted assignments, including scheduling, clock-in/clock-out or arrival/departure verification, required logs, and Updates acknowledgments.
- ☐ I understand that I control my availability and may reject an offered assignment before acceptance, but must comply with the documented requirements of an assignment I accept.
- ☐ I agree to submit invoices through QuickBooks and accounting, tax, insurance, and payment documents through the secure process associated with accountant@doublesprotectiveservices.com.
- ☐ I authorize ACH credits and limited corrections/reversals as stated above, and certify that the payment information is accurate and authorized.
- ☐ I will not share credentials or place complete bank account or Social Security information in Connecteam, group messages, or unsecured text messages.

E-5. ACCOUNTING OFFICE USE ONLY

CONTRACTOR AND SYSTEM ACCOUNT IDENTIFICATION	
Contractor legal name	
Business / DBA	
Mailing address	
Email	
Telephone	
Connecteam account email / phone	
QuickBooks invoice email	
CONFIDENTIAL BANKING INFORMATION Submit this form and supporting bank document only through the secure accounting process associated with accountant@doublesprotectiveservices.com . Do not upload complete banking information to Connecteam or send it by unsecured text message.	
ACH PAYMENT INFORMATION - CONFIDENTIAL	
Taxpayer / payee name on Form W-9	
Account holder name	
Financial institution	



Routing number	
Account number	
Account type	☐ Checking ☐ Savings ☐ Business ☐ Personal
Verification attached	☐ Voided check ☐ Bank letter / direct-deposit form ☐ Other:
DOUBLES PROTECTIVE SERVICES LLC CONTRACTOR SYSTEMS AND ACH ACKNOWLEDGMENT	CONTRACTOR
Signature:	Signature:
Printed name:	Printed name:
Title:	Business/DBA:
Date:	Date:
Email:	Email:
ACCOUNTING VERIFICATION	
Contractor / payee	
W-9 name and TIN reviewed	☐ Yes Date/initials:
Account verification reviewed	☐ Yes Date/initials:
QuickBooks vendor record	☐ Created ☐ Updated Date:
ACH test / first payment status	☐ Pending ☐ Verified ☐ Returned
Restrictions / notes	
Reviewed by	Name/title: Date:

**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.)	
	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) 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) _____	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.)
	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 ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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											
					-						

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		Date	

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

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-INT (interest earned or paid).
- 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-NEC (nonemployee compensation).
- 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), and 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.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

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 payee 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 to Form W-9 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.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.