

# Paul Maisano Designs

6770 Berwick Drive

Clarkston MI 48346

PH: 248-625-6366 Fax: 248-625-5098

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Dear Vendor,

Thank you for your interest in working with our company. Please fill out the forms attached and return them to my attention either by fax or email. The following is enclosed:

- New Vendor Information Sheet
- W-9 Form
- Memo stating our billing procedures

We strive for the best for our clients and we have a few requirements we expect from all vendors:

- Call with delay on orders (Due dates are noted on all orders)
- Changes in pricing or search must be called for approval before proceeding (IE: full search upgrade, 24 month chain requires a 2 owner, county changes so pricing differs, borrowers are not in title, etc)
- Status reports are faxed/emailed back with ETA's daily
- Call with questions on any file ASAP to prevent delay

We can accept returned work via email or fax. If you have the ability to email orders back please send them directly to me. ([pam@mailpmd.com](mailto:pam@mailpmd.com)) If you have any questions or concerns please feel free to call me at any time.

Thank You and we look forward to working with you!

Pamela Williams  
Vendor Manager  
[pam@mailpmd.com](mailto:pam@mailpmd.com)

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## NEW VENDOR INFORMATION SHEET

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

\* do you want orders sent via email?: \_\_\_\_\_

Office #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Other #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Fed Tax ID/SS#: \_\_\_\_\_

Have many orders can you receive per day: \_\_\_\_\_

Errors & Omissions Insurance: Yes / No

\*Please enclose a copy of your policy for our records if you do.

Standard Turn Around Time? \_\_\_\_\_

Coverage Area(s):

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Current Owner Search: \$ \_\_\_\_\_

Document Retrieval Fee \$ \_\_\_\_\_

Deed Search Fee \$ \_\_\_\_\_

Mini Search \$ \_\_\_\_\_

(Copy of Last deed of record, pertinent pages of any open mortgage and last assignment to the mortgage. Mtg form only, No Taxes and No Judgments)

Mini Search Plus \$ \_\_\_\_\_

(Copy of Last deed of record, pertinent pages of any open mortgage and last assignment to the mortgage, and judgments. Mtg form only, No Taxes)

2 Owner \$ \_\_\_\_\_

3 Owner \$ \_\_\_\_\_

Full Search \$ \_\_\_\_\_

(\_\_\_\_\_ Statute \_\_\_\_\_ yrs)

Package search (UCC/Fixtures, Pending suits/Judgments (court and deed records), State/Federal Tax Liens) \$ \_\_\_\_\_

\*individual searches we expect a DR charge only, if this differs please state fee \$ \_\_\_\_\_

Update \$ \_\_\_\_\_

Mortgage Filings \$ \_\_\_\_\_

If you are unable to search the court please indicate: Yes / No \_\_\_\_\_

Do you run Commercial Searches? Yes / No

Commercial Current Owner Search: \$ \_\_\_\_\_

Commercial Deed Search: \$ \_\_\_\_\_

Commercial Full Search \$ \_\_\_\_\_

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## Payment Schedule

In order to facilitate payment, we require our vendors to return our order sheet with each completed order. In addition, please note your fee and copy costs on our order sheet in the spot made available for this information. This allows us to process payment faster.

We are on a 60 day payment cycle. We process August pay towards the end of September, September pay towards the end of October etc.

We offer direct deposit for anyone that is interested. In order to participate in this, you would need to supply us with your bank account type (checking or savings) name as it appears on the account, bank routing number and account number. Please let the vendor manager know if you are interested in participating in this program.

# Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Spe- cific In- struc- tions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	
List account number(s) here (optional)		Exempt from backup withholding <input type="checkbox"/>  Requester's name and address (optional) PAUL MAISANO DESIGNS, INC. 6770 Berwick Drive Clarkston MI 48346

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.

Social security number
OR
Employer Identification number

**Note.** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

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

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

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

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

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

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

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income,

you must attach a statement 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 his or her 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 his or her 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, 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.