Canon Solutions America, Inc.
Corporate Headquarters
4 Ohio Drive
Lake Success, NY 11042

1.800.815.4000
www.csa.canon.com

Canon
CANON SOLUTIONS AMERICA

Dear Valued Customer,

On January 1, 2013, Océ North America, Inc. and Océ Imagistics, Inc. merged into Canon Business Solutions, Inc., with the newly merged entity being named Canon Solutions America, Inc., a wholly owned subsidiary of Canon U.S.A., Inc. For former Canon Business Solutions customers the only change you will see is our new name. All other important remit to information and contacts will remain the same. For former Océ customers there will be many changes of importance on this invoice that we would like you to take note of.

- New Company name – Canon Solutions America, Inc.
- New Remit to Address – Please see the bottom of your invoice for details
- New Federal Tax I.D. – Our new FEIN is 13-2677004.
  An updated W-9 form can be downloaded from **www.csa.canon.com/home/csa/CSA_W9_2013.pdf**
- Most Océ customers will experience a change in account number.
  The new number can be found at the top left of your invoice.
- New electronic funds remittance name and address:

Bank of America
200 Clayton Road
Concord, CA 94520-2445
Account Name: Canon Solutions America, Inc.
Checking account # 1233060927

ABA Transit # 122000030 (for ACH payments)

Bank of America customer service number: 800-446-0135

Below are some highlights in how to read your new invoice:

Stay tuned for even more great news on improvements, efficiencies and offerings from our company in the next few months all with intention of improving how we serve you. If you have any questions or concerns please call our Customer Service Department at **(800) 613-2228.**
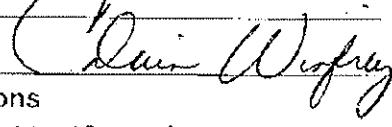
A Canon U.S.A. Company

Form **W-9**

(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

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

Print or type   See Specific Instructions on page 2.

Name (as shown on your income tax return)

Canon Solutions America, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor   ☑ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ....

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

300 Commerce Square Blvd

City, state, and ZIP code

Burlington, NJ 08016

Requester's name and address (optional)

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number

1 3 - 2 6 7 7 0 0 4

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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here   Signature of U.S. person ▶ *[signature]*   Date ▶ 1/1/2013

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

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).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10231X

Form **W-9** (Rev. 12-2011)