



234 E. Colorado Blvd Suite 600
Pasadena, CA 91101 USA
Phone: (626) 304-9960

New Vendor Form

Please return this form to accounts@rockleyphotonics.com

Note: This form must accompany a W-9(US vendors) or W-8 (foreign vendors) form to proceed with vendor set up and disbursements.

DATE VEND GROUP REQUESTED BY

Company Information

OfficeWork Software LLC

03-0573496

COMPANY NAME

TAX ID NO.

Software Licenses and Service

DESCRIPTION OF GOODS OR SERVICES PROVIDED

Mailing Address

201 Alameda del Prado, Suite 302

Novato

STREET ADDRESS

CITY

CA

94949

(415) 883-4700

STATE

ZIP CODE

COUNTRY

PHONE

Remit to Address (if different)

STREET ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

PHONE

Sales Contact

Laurana Allen

NAME

TITLE

(208) 577-0091

laurana.allen@officeworksoftware.com

Sales Engineer

PHONE

EMAIL

PO EMAIL (IF DIFFERENT)

Accounts Receivable Contact

Kevin Smith

Director of Finance

NAME

TITLE

(415) 883-4700

kevin.smith@officeworksoftware.com

finance@officeworksoftware.com

PHONE

EMAIL

REMITTANCE EMAIL (IF DIFFERENT)

Payment Instructions

Voided check copy or bank form must be submitted for direct deposit via ACH.
International wire payments require banking details, on company letterhead.
Payment Terms: Unless otherwise noted, Standard Payment Terms are Net 45.

OfficeWork Software LLC

PAYMENT TERMS

BILLING CURRENCY

BENEFICIARY NAME

Net 30

USD

Officework Software LLC

BANK NAME

BANK ADDRESS

ACCOUNT NUMBER

ABA/ SWIFT

Wells Fargo Bank N.A

464 California Street, San Francisco, CA 94104

3753744238

121042882

INTERMEDIARY BANK DETAILS

IBAN

All invoices must be sent to accounts@rockleyphotonics.com. Please include the purchase order number on all invoices and packing slips.

Authorization

I (we) hereby authorize Rockley Photonics, Inc (THE COMPANY) to initiate entries to my (our) checking/savings accounts at the financial institution listed above and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until THE COMPANY is notified by me (us) in writing to cancel it in such time as to afford THE COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Kevin Smith

SIGNATURE

NAME

Director of Finance

3/31/21

TITLE

DATE

Print Form

Clear Form

20201109 EA

OFFICEWORK SOFTWARE LLC
201 ALAMEDA DEL PRADO STE 302
NOVATO, CA 94949-6698

WELLS FARGO BANK, N.A.
www.wellsfargo.com
11-4288/1210

3040

PAY TO THE
ORDER OF

\$

DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑈0000003040⑈ ⑆121042882⑆ 3753744238⑈

OFFICEWORK SOFTWARE LLC

3040

Photo Safe Deposit®
Details on Back.

OFFICEWORK SOFTWARE LLC

3040

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

OfficeWork Software LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

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

201 Alameda del Prado Suite 302

Requester's name and address (optional)

6 City, state, and ZIP code

Novato, CA 94949

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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

0 3 - 0 5 7 3 4 9 6

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 ►

Kevin T. Smith

Date ►

January 1, 2022

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return 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-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), 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.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.