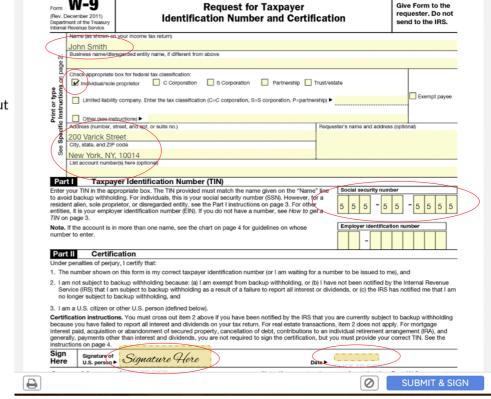
Step by Step Instructions to E-File & Sign W9

The information provided is advise for first time independent contractors only

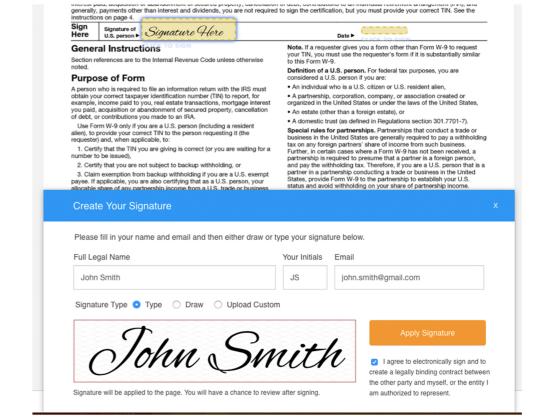
Before acting on the following information, you should do your own research and consult with a professional advisor necessary.

Outfit disclaims all and any guarantees, undertakings and warranties, expressed or implied, and shall not be liable for any loss or damage whatsoever arising out of or in connection with any use or reliance on the information on this step by step document to filling out your w9 form. The user must accept sole or responsibility associated with the use of this information.

- **1. NAME:** Insert your full legal name that would appear on your income tax return. If unsure, use the same as appears on your Social Security card.
- **2. BUSINESS TYPE:** Tick the box for the type of entity you are. Most people who are starting out as an independent contractor who have not formally created a corporation or and LLC would be considered a individual/sole proprietory
- **3. ADDRESS:** Please insert your business address. If you are operating as an independent contractor and you don't have office space and you haven't rented a mail box for your business address than you should use your home address
- 4. SOCIAL SECURITY NUMBER: Please insert your social security number

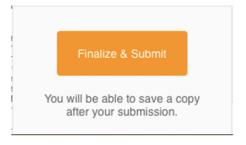


5a. SIGN AND DATE: Please e-sign and date the form. See further information below



5b. SIGN AND DATE: Click on the 'Signature here' field and follow the instructions and type of e-signature you prefer. Insert your email address and then click on Apply Signature. The date will recognize automatically

6. FINALIZE AND SUBMIT: Click this button



7. SEND EMAIL: Click on the email symbol and send the email to your own email address.



8. SHARE YOUR W9: In the recipient field please insert your personal email address. Then go to your email inbox and save the W9file you just received on your computer and then go back to the sign up page on Outfit and simply upload the W9 using the 'Upload' button.

Your W9 will be stored securely and then only be sent out to clients once work and payments have been completed.

