

# VENDOR PACKET



VENDOR PACKET – CANADA

Prepared for :  
Retail Security Services

V 3.27.23

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- All guards **MUST** arrive **ON TIME**; guard should be on site and ready to work by the time listed on the work order.  
**NO EXCEPTIONS.** If guard is running late RSS needs to be updated immediately.
- All guards are required to have a completed state, federal or local background check, prior to providing services at our locations.
- All guards must speak fluent English in order to be able to effectively communicate with the managers and RSS representatives.
- All guards must practice proper hygiene, wear a clean uniform and carry proper identification. If guard arrives unprepared they will be sent home with no pay because the “minimum charge” does not apply in this case.
- All guards are required to have **RSS paperwork** in hand upon arrival for their shift. There are special instructions that will be listed on each work order that need to be followed (example: Automated phone check in/out on IVR).
- No shift can be cancelled unless directed by RSS. (If the guard is not needed due to work being cancelled, etc. contact RSS at 631-346-3570 for proper authorization to send the guard home). *Violation of this guideline may result in no pay for scheduled shift.*
- All guard companies are required to provide the name and cell number of the guard scheduled for each work order. (RSS will ask for this information when re-confirming shift coverage within 24 hours of service).
- ALL GUARDS MUST BE AWAKE AND ALERT FOR THE ENTIRE SHIFT. IF A GUARD IS CAUGHT SLEEPING IT WILL RESULT IN NO PAY FOR THE ENTIRE SCHEDULED SHIFT.**
- No guards are permitted to have any visitors, during scheduled shifts (this includes family, children, friends, etc.) *Violation of this guideline may result in no pay for scheduled shift.*
- All guards must remain in the store for the entire shift; guards cannot exit and re-enter the location for any reason (example: Guards are not permitted to smoke during scheduled shifts). Violation of this guideline may result in no pay for scheduled shift.
- All guards must be given the post orders attached to the work order.
- All guards need to be aware of all bags, etc that the contractors are bringing in and out of the location. All personal bags and tools—bags must be checked when exiting. Guards bags need to be checked by the manager when leaving the premises.
- Guard is not to let any employees in the store when a manager is not present.
- Guards are not to be overly friendly with staff, must remain professional at all times.
- All guards must return all store keys to the opening manager prior to departing the location. Failure to do so, will result in reimbursement for complete re-key to doors/fitting rooms.
- If guard service is cancelled after noon (same day of service) the guard company will be permitted to bill a 4-hour minimum.
- If guard is late and technicians are sent home due to delay— the guard company will **NOT be permitted to bill the 4-hour minimum.**

**NAME:**

**DATE:**

**COMPANY:**

**SIGNATURE:**

**Please be advised we need the following paperwork in order to process your invoice and remain an active vendor.**

**If we do not receive the below paperwork, this will delay the processing of your invoice.**

### **CERTIFICATE OF INSURANCE**

Your certificate must come from your insurance company. We do not accept declaration pages as proof of insurance or certificates that do not have us listed as additionally insured.

- Your certification of insurance must have the same company name that appears on your invoice.
- Two (2) Million general aggregate (General Liability).
- One (1) Million each occurrence (General Liability).
- Listed as additionally insured on your certificate with our names and address (**must come from your insurance company**).
- GL policy contains full assault & battery coverage

### **WORKERS' COMPENSATION**

- Workers' compensation must come from your insurance company. Due to insurance company requirements we are limited to working with company who carry workman's compensation insurance regardless of the type of business or state exemptions.

### **SECURITY GUARD COMPANY LICENSE**

- All security guard companies **MUST** provide RSS with a copy of the security guard company license.

### **W-8 FORM**

- Complete the enclosed W-8. If you are providing your social insurance number, please advise the name that applies to that social insurance number. Please sign and return to us.

### **STANDARD FORM OF IDEMNIFICATION**

- Review the standard form of idemnification. We cannot accept the idemnification with any changes. Please sign and return.

**All invoices should be submitted in US Dollars & all payments will be issued in US Dollars.**



RETAIL SECURITY  
SERVICES INC

# IDEMNIFICATION, HOLD HARMLESS, AND INSURANCE AGREEMENT



## A. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, \_\_\_\_\_,  
("Subcontractor"), agrees to defend, indemnify and hold harmless  
**Retail Security Services, Inc.** ("General Contractor"), and  
\_\_\_\_\_, ("Owner"), (if any), its / their officers, directors,  
agents, and employees from and against any and all claims, suits, liens, judgments, damages,  
losses, and expenses including reasonable legal fees and costs arising in whole or in part  
and in any manner from acts, omissions, breach or default of Subcontractor, in connection  
with performance of any work by Subcontractor, its officers, directors, agents, employees,  
and subcontractors.

## B. INSURANCE

Subcontractor hereby agrees that it will obtain and keep in force an insurance policy/policies  
to cover its liability hereunder and to defend and save harmless General Contractor and Owner  
in the minimum amounts of \$1,000,000 per occurrence for personal injury, bodily injury and  
property damage. Said liability policies shall name General Contractor and Owner as additional  
insureds and shall be primary to any other insurance policies. Subcontractor will obtain  
and keep in force Workers Compensation insurance including Employees Liability to the full  
statutory limits. Subcontractor shall furnish to the General Contractor certificates of insurance  
evidencing that the aforesaid insurance coverage is in force.

## C. PAYMENT TERMS & INVOICING

Subcontractor agrees to invoice General Contractor within 7 days from completion of work.  
General Contractor will not pay any invoices received over 30 days from completion of work.  
**Payment terms are Net 45 days from the receipt of invoice.** Invoices and Sign-Offs must  
be sent to 'documents@retailsecurityservices.net'. Please contact our accounting department  
for more information at (631) 346-3570.

**SUBCONTRACTOR:**

**SIGNATURE:**

**DATE:**

**PRINT NAME:**

W-8BEN-E

Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

OMB No. 1545-1621

October 2021)

Department of the Treasury Internal Revenue Service

For use by entities. Individuals must use Form W-8BEN. Section references are to the Internal Revenue Code. Go to www.irs.gov/FormW8BENE for instructions and the latest information. Give this form to the withholding agent or payer. Do not send to the IRS.

NOT use this form for:

Instead use Form

- .S. entity or U.S. citizen or resident W
foreign individual W-8BEN (Individual) or Form 82
foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States
unless claiming treaty benefits) W-8E
foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) W-8IN
foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or
overnment of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2),
11(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EJ
ny person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-8IN

Part I Identification of Beneficial Owner

1 Name of organization that is the beneficial owner 2 Country of incorporation or organization

3 Name of disregarded entity receiving the payment (if applicable, see instructions)

4 Chapter 3 Status (entity type) (Must check one box only):
[ ] Corporation [ ] Partnership
[ ] Simple trust [ ] Tax-exempt organization [ ] Complex trust [ ] Foreign Government - Controlled Entity
[ ] Central Bank of Issue [ ] Private foundation [ ] Estate [ ] Foreign Government - Integral Part
[ ] Grantor trust [ ] Disregarded entity [ ] International organization

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III. [ ] Yes [ ] No

5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)
[ ] Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner).
[ ] Nonreporting IGA FFI. Complete Part XII.
[ ] Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.
[ ] Participating FFI.
[ ] International organization. Complete Part XIV.
[ ] Reporting Model 1 FFI.
[ ] Exempt retirement plans. Complete Part XV.
[ ] Reporting Model 2 FFI.
[ ] Entity wholly owned by exempt beneficial owners. Complete Part XVI.
[ ] Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions.
[ ] Territory financial institution. Complete Part XVII.
[ ] Excepted nonfinancial group entity. Complete Part XVIII.
[ ] Excepted nonfinancial start-up company. Complete Part XIX.
[ ] Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.
[ ] Sponsored FFI. Complete Part IV.
[ ] 501(c) organization. Complete Part XXI.
[ ] Certified deemed-compliant nonregistering local bank. Complete Part V.
[ ] Nonprofit organization. Complete Part XXII.
[ ] Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.
[ ] Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.
[ ] Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII.
[ ] Excepted territory NFFE. Complete Part XXIV.
[ ] Certified deemed-compliant limited life debt investment entity. Complete Part VIII.
[ ] Active NFFE. Complete Part XXV.
[ ] Certain investment entities that do not maintain financial accounts. Complete Part IX.
[ ] Passive NFFE. Complete Part XXVI.
[ ] Owner-documented FFI. Complete Part X.
[ ] Excepted inter-affiliate FFI. Complete Part XXVII.
[ ] Restricted distributor. Complete Part XI.
[ ] Direct reporting NFFE.
[ ] Sponsored direct reporting NFFE. Complete Part XXVIII.
[ ] Account that is not a financial account.

6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).

City or town, state or province. Include postal code where appropriate. Country

7 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate. Country

Note: Please complete remainder of the form including signing the form in Part XXX.

**Part II Disregarded Entity or Branch Receiving Payment.** (Complete only if a disregarded entity with a GIIN or a branch of an FFI in a country other than the FFI's country of residence. See instructions.)

- 11 Chapter 4 Status (FATCA status) of disregarded entity or branch receiving payment  
 Branch treated as nonparticipating FFI.  Reporting Model 1 FFI.  U.S. Branch.  
 Participating FFI.  Reporting Model 2 FFI.
- 12 Address of disregarded entity or branch (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address** (other than a registered address).

City or town, state or province. Include postal code where appropriate.

Country

- 13 GIIN (if any) \_\_\_\_\_

**Part III Claim of Tax Treaty Benefits** (if applicable). (For chapter 3 purposes only.)

- 14 I certify that (check all that apply):
- a  The beneficial owner is a resident of \_\_\_\_\_ within the meaning of the income tax treaty between the United States and that country.
- b  The beneficial owner derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits. The following are types of limitation on benefits provisions that may be included in an applicable tax treaty (check only one; see instructions):
- |  |   |
|--|---|
| <input type="checkbox"/> Government                                  | <input type="checkbox"/> Company that meets the ownership and base erosion test                         |
| <input type="checkbox"/> Tax-exempt pension trust or pension fund    | <input type="checkbox"/> Company that meets the derivative benefits test                                |
| <input type="checkbox"/> Other tax-exempt organization               | <input type="checkbox"/> Company with an item of income that meets active trade or business test        |
| <input type="checkbox"/> Publicly traded corporation                 | <input type="checkbox"/> Favorable discretionary determination by the U.S. competent authority received |
| <input type="checkbox"/> Subsidiary of a publicly traded corporation | <input type="checkbox"/> No LOB article in treaty   |
|  | <input type="checkbox"/> Other (specify Article and paragraph): _____                                   |
- c  The beneficial owner is claiming treaty benefits for U.S. source dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation and meets qualified resident status (see instructions).
- 15 **Special rates and conditions** (if applicable—see instructions):  
The beneficial owner is claiming the provisions of Article and paragraph \_\_\_\_\_ of the treaty identified on line 14a above to claim a \_\_\_\_\_ % rate of withholding on (specify type of income): \_\_\_\_\_  
Explain the additional conditions in the Article the beneficial owner meets to be eligible for the rate of withholding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part IV Sponsored FFI**

- 16 Name of sponsoring entity: \_\_\_\_\_
- 17 **Check whichever box applies.**
- I certify that the entity identified in Part I:
- Is an investment entity;
  - Is not a QI, WP (except to the extent permitted in the withholding foreign partnership agreement), or WT; **and**
  - Has agreed with the entity identified above (that is not a nonparticipating FFI) to act as the sponsoring entity for this entity.
- I certify that the entity identified in Part I:
- Is a controlled foreign corporation as defined in section 957(a);
  - Is not a QI, WP, or WT;
  - Is wholly owned, directly or indirectly, by the U.S. financial institution identified above that agrees to act as the sponsoring entity for this entity; **and**
  - Shares a common electronic account system with the sponsoring entity (identified above) that enables the sponsoring entity to identify all account holders and payees of the entity and to access all account and customer information maintained by the entity including, but not limited to, customer identification information, customer documentation, account balance, and all payments made to account holders or payees.

**Part V Certified Deemed-Compliant Nonregistering Local Bank**18  I certify that the FFI identified in Part I:

- Operates and is licensed solely as a bank or credit union (or similar cooperative credit organization operated without profit) in its country of incorporation or organization;
- Engages primarily in the business of receiving deposits from and making loans to, with respect to a bank, retail customers unrelated to such bank and, with respect to a credit union or similar cooperative credit organization, members, provided that no member has a greater than 5% interest in such credit union or cooperative credit organization;
- Does not solicit account holders outside its country of organization;
- Has no fixed place of business outside such country (for this purpose, a fixed place of business does not include a location that is not advertised to the public and from which the FFI performs solely administrative support functions);
- Has no more than \$175 million in assets on its balance sheet and, if it is a member of an expanded affiliated group, the group has no more than \$500 million in total assets on its consolidated or combined balance sheets; **and**
- Does not have any member of its expanded affiliated group that is a foreign financial institution, other than a foreign financial institution that is incorporated or organized in the same country as the FFI identified in Part I and that meets the requirements set forth in this part.

**Part VI Certified Deemed-Compliant FFI with Only Low-Value Accounts**19  I certify that the FFI identified in Part I:

- Is not engaged primarily in the business of investing, reinvesting, or trading in securities, partnership interests, commodities, notional principal contracts, insurance or annuity contracts, or any interest (including a futures or forward contract or option) in such security, partnership interest, commodity, notional principal contract, insurance contract or annuity contract;
- No financial account maintained by the FFI or any member of its expanded affiliated group, if any, has a balance or value in excess of \$50,000 (as determined after applying applicable account aggregation rules); **and**
- Neither the FFI nor the entire expanded affiliated group, if any, of the FFI, have more than \$50 million in assets on its consolidated or combined balance sheet as of the end of its most recent accounting year.

**Part VII Certified Deemed-Compliant Sponsored, Closely Held Investment Vehicle**

20 Name of sponsoring entity: \_\_\_\_\_

21  I certify that the entity identified in Part I:

- Is an FFI solely because it is an investment entity described in Regulations section 1.1471-5(e)(4);
- Is not a QI, WP, or WT;
- Will have all of its due diligence, withholding, and reporting responsibilities (determined as if the FFI were a participating FFI) fulfilled by the sponsoring entity identified on line 20; **and**
- 20 or fewer individuals own all of the debt and equity interests in the entity (disregarding debt interests owned by U.S. financial institutions, participating FFIs, registered deemed-compliant FFIs, and certified deemed-compliant FFIs and equity interests owned by an entity if that entity owns 100% of the equity interests in the FFI and is itself a sponsored FFI).

**Part VIII Certified Deemed-Compliant Limited Life Debt Investment Entity**22  I certify that the entity identified in Part I:

- Was in existence as of January 17, 2013;
- Issued all classes of its debt or equity interests to investors on or before January 17, 2013, pursuant to a trust indenture or similar agreement; **and**
- Is certified deemed-compliant because it satisfies the requirements to be treated as a limited life debt investment entity (such as the restrictions with respect to its assets and other requirements under Regulations section 1.1471-5(f)(2)(iv)).

**Part IX Certain Investment Entities that Do Not Maintain Financial Accounts**23  I certify that the entity identified in Part I:

- Is a financial institution solely because it is an investment entity described in Regulations section 1.1471-5(e)(4)(i)(A), **and**
- Does not maintain financial accounts.

**Part X Owner-Documented FFI**

**Note:** This status only applies if the U.S. financial institution, participating FFI, or reporting Model 1 FFI to which this form is given has agreed that it will treat the FFI as an owner-documented FFI (see instructions for eligibility requirements). In addition, the FFI must make the certifications below.

24a  (All owner-documented FFIs check here) I certify that the FFI identified in Part I:

- Does not act as an intermediary;
- Does not accept deposits in the ordinary course of a banking or similar business;
- Does not hold, as a substantial portion of its business, financial assets for the account of others;
- Is not an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account;
- Is not owned by or in an expanded affiliated group with an entity that accepts deposits in the ordinary course of a banking or similar business, holds, as a substantial portion of its business, financial assets for the account of others, or is an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account;
- Does not maintain a financial account for any nonparticipating FFI; **and**
- Does not have any specified U.S. persons that own an equity interest or debt interest (other than a debt interest that is not a financial account or that has a balance or value not exceeding \$50,000) in the FFI other than those identified on the FFI owner reporting statement.



**Owner-Documented FFI (continued)****x 24b or 24c, whichever applies.**

I certify that the FFI identified in Part I:

has provided, or will provide, an FFI owner reporting statement that contains:

- (i) The name, address, TIN (if any), chapter 4 status, and type of documentation provided (if required) of every individual and specified U.S. person that owns a direct or indirect equity interest in the owner-documented FFI (looking through all entities other than specified U.S. persons);
- (ii) The name, address, TIN (if any), and chapter 4 status of every individual and specified U.S. person that owns a debt interest in the owner-documented FFI (including any indirect debt interest, which includes debt interests in any entity that directly or indirectly the payee or any direct or indirect equity interest in a debt holder of the payee) that constitutes a financial account in excess of \$50,000 (disregarding all such debt interests owned by participating FFIs, registered deemed-compliant FFIs, certified deemed compliant FFIs, excepted NFFEs, exempt beneficial owners, or U.S. persons other than specified U.S. persons); **and**
- (iii) Any additional information the withholding agent requests in order to fulfill its obligations with respect to the entity.

Has provided, or will provide, valid documentation meeting the requirements of Regulations section 1.1471-3(d)(6)(iii) for each entity identified in the FFI owner reporting statement.

I certify that the FFI identified in Part I has provided, or will provide, an auditor's letter, signed within 4 years of the date of payment from an independent accounting firm or legal representative with a location in the United States stating that the firm or representative reviewed the FFI's documentation with respect to all of its owners and debt holders identified in Regulations section 1.1471-3(d)(6) and that the FFI meets all the requirements to be an owner-documented FFI. The FFI identified in Part I has also provided, or will provide, an FFI owner reporting statement of its owners that are specified U.S. persons and Form(s) W-9, with applicable waivers.

**x 24d if applicable** (optional, see instructions).

I certify that the entity identified on line 1 is a trust that does not have any contingent beneficiaries or designated classes with unitary beneficiaries.

**Restricted Distributor**

(All restricted distributors check here) I certify that the entity identified in Part I:

Operates as a distributor with respect to debt or equity interests of the restricted fund with respect to which this form is furnished;

Provides investment services to at least 30 customers unrelated to each other and less than half of its customers are related to each other; and  
is required to perform AML due diligence procedures under the anti-money laundering laws of its country of organization (which is a non-compliant jurisdiction);

Operates solely in its country of incorporation or organization, has no fixed place of business outside of that country, and has its principal place of incorporation or organization as all members of its affiliated group, if any;

Does not solicit customers outside its country of incorporation or organization;

Has no more than \$175 million in total assets under management and no more than \$7 million in gross revenue on its income statement for its most recent accounting year;

Is not a member of an expanded affiliated group that has more than \$500 million in total assets under management or more than \$2 billion in gross revenue for its most recent accounting year on a combined or consolidated income statement; **and**

Does not distribute any debt or securities of the restricted fund to specified U.S. persons, passive NFFEs with one or more substantial U.S. owners, or nonparticipating FFIs.

**x 25b or 25c, whichever applies.**

I certify that with respect to all sales of debt or equity interests in the restricted fund with respect to which this form is furnished that are made on or before 31, 2011, the entity identified in Part I:

Has been bound by a distribution agreement that contained a general prohibition on the sale of debt or securities to U.S. entities (other than resident individuals) and is currently bound by a distribution agreement that contains a prohibition of the sale of debt or securities to any specified U.S. person, passive NFFE with one or more substantial U.S. owners, or nonparticipating FFI.

Is currently bound by a distribution agreement that contains a prohibition on the sale of debt or securities to any specified U.S. person, passive NFFE with one or more substantial U.S. owners, or nonparticipating FFI and, for all sales made prior to the time that the restriction was included in its distribution agreement, has reviewed all accounts related to such sales in accordance with the procedures identified in Regulations section 1.1471-4(c) applicable to preexisting accounts and has redeemed or retired any, or caused the restricted fund to transfer the securities to a distributor that is a participating FFI or reporting Model 1 FFI securities which were sold to specified U.S. persons, passive NFFEs with one or more substantial U.S. owners, or nonparticipating FFIs.

**Part XII Nonreporting IGA FFI**

- 26  I certify that the entity identified in Part I:
- Meets the requirements to be considered a nonreporting financial institution pursuant to an applicable IGA between the United States and \_\_\_\_\_ . The applicable IGA is a  Model 1 IGA or a  Model 2 IGA; and is treated as a \_\_\_\_\_ under the provisions of the applicable IGA or Treasury regulations (if applicable, see instructions);
  - If you are a trustee documented trust or a sponsored entity, provide the name of the trustee or sponsor \_\_\_\_\_ .  
The trustee is:  U.S.  Foreign

**Part XIII Foreign Government, Government of a U.S. Possession, or Foreign Central Bank of Issue**

- 27  I certify that the entity identified in Part I is the beneficial owner of the payment, and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in Regulations section 1.1471-6(h)(2)).

**Part XIV International Organization**

Check box 28a or 28b, whichever applies.

- 28a  I certify that the entity identified in Part I is an international organization described in section 7701(a)(18).
- b  I certify that the entity identified in Part I:
- Is comprised primarily of foreign governments;
  - Is recognized as an intergovernmental or supranational organization under a foreign law similar to the International Organizations Immunities Act or that has in effect a headquarters agreement with a foreign government;
  - The benefit of the entity's income does not inure to any private person; **and**
  - Is the beneficial owner of the payment and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in Regulations section 1.1471-6(h)(2)).

**Part XV Exempt Retirement Plans**

Check box 29a, b, c, d, e, or f, whichever applies.

- 29a  I certify that the entity identified in Part I:
- Is established in a country with which the United States has an income tax treaty in force (see Part III if claiming treaty benefits);
  - Is operated principally to administer or provide pension or retirement benefits; **and**
  - Is entitled to treaty benefits on income that the fund derives from U.S. sources (or would be entitled to benefits if it derived any such income) as a resident of the other country which satisfies any applicable limitation on benefits requirement.
- b  I certify that the entity identified in Part I:
- Is organized for the provision of retirement, disability, or death benefits (or any combination thereof) to beneficiaries that are former employees of one or more employers in consideration for services rendered;
  - No single beneficiary has a right to more than 5% of the FFI's assets;
  - Is subject to government regulation and provides annual information reporting about its beneficiaries to the relevant tax authorities in the country in which the fund is established or operated; **and**
  - (i) Is generally exempt from tax on investment income under the laws of the country in which it is established or operates due to its status as a retirement or pension plan;
  - (ii) Receives at least 50% of its total contributions from sponsoring employers (disregarding transfers of assets from other plans described in this part, retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, other retirement funds described in an applicable Model 1 or Model 2 IGA, or accounts described in Regulations section 1.1471-5(b)(2)(i)(A));
  - (iii) Either does not permit or penalizes distributions or withdrawals made before the occurrence of specified events related to retirement, disability, or death (except rollover distributions to accounts described in Regulations section 1.1471-5(b)(2)(i)(A) (referring to retirement and pension accounts), to retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, or to other retirement funds described in this part or in an applicable Model 1 or Model 2 IGA); **or**
  - (iv) Limits contributions by employees to the fund by reference to earned income of the employee or may not exceed \$50,000 annually.
- c  I certify that the entity identified in Part I:
- Is organized for the provision of retirement, disability, or death benefits (or any combination thereof) to beneficiaries that are former employees of one or more employers in consideration for services rendered;
  - Has fewer than 50 participants;
  - Is sponsored by one or more employers each of which is not an investment entity or passive NFFE;
  - Employee and employer contributions to the fund (disregarding transfers of assets from other plans described in this part, retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, or accounts described in Regulations section 1.1471-5(b)(2)(i)(A)) are limited by reference to earned income and compensation of the employee, respectively;
  - Participants that are not residents of the country in which the fund is established or operated are not entitled to more than 20% of the fund's assets; **and**
  - Is subject to government regulation and provides annual information reporting about its beneficiaries to the relevant tax authorities in the country in which the fund is established or operates.

**Part XV Exempt Retirement Plans (continued)**

- d  I certify that the entity identified in Part I is formed pursuant to a pension plan that would meet the requirements of section 401(a), other than the requirement that the plan be funded by a trust created or organized in the United States.
- e  I certify that the entity identified in Part I is established exclusively to earn income for the benefit of one or more retirement funds described in this part or in an applicable Model 1 or Model 2 IGA, or accounts described in Regulations section 1.1471-5(b)(2)(i)(A) (referring to retirement and pension accounts), or retirement and pension accounts described in an applicable Model 1 or Model 2 IGA.
- f  I certify that the entity identified in Part I:
  - Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in Regulations section 1.1471-6) or an exempt beneficial owner described in an applicable Model 1 or Model 2 IGA to provide retirement, disability, or death benefits to beneficiaries or participants that are current or former employees of the sponsor (or persons designated by such employees); **or**
  - Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in Regulations section 1.1471-6) or an exempt beneficial owner described in an applicable Model 1 or Model 2 IGA to provide retirement, disability, or death benefits to beneficiaries or participants that are not current or former employees of such sponsor, but are in consideration of personal services performed for the sponsor.

**Part XVI Entity Wholly Owned by Exempt Beneficial Owners**

- 30**  I certify that the entity identified in Part I:
- Is an FFI solely because it is an investment entity;
  - Each direct holder of an equity interest in the investment entity is an exempt beneficial owner described in Regulations section 1.1471-6 or in an applicable Model 1 or Model 2 IGA;
  - Each direct holder of a debt interest in the investment entity is either a depository institution (with respect to a loan made to such entity) or an exempt beneficial owner described in Regulations section 1.1471-6 or an applicable Model 1 or Model 2 IGA.
  - Has provided an owner reporting statement that contains the name, address, TIN (if any), chapter 4 status, and a description of the type of documentation provided to the withholding agent for every person that owns a debt interest constituting a financial account or direct equity interest in the entity; **and**
  - Has provided documentation establishing that every owner of the entity is an entity described in Regulations section 1.1471-6(b), (c), (d), (e), (f) and/or (g) without regard to whether such owners are beneficial owners.

**Part XVII Territory Financial Institution**

- 31**  I certify that the entity identified in Part I is a financial institution (other than an investment entity) that is incorporated or organized under the laws of a possession of the United States.

**Part XVIII Excepted Nonfinancial Group Entity**

- 32**  I certify that the entity identified in Part I:
- Is a holding company, treasury center, or captive finance company and substantially all of the entity's activities are functions described in Regulations section 1.1471-5(e)(5)(i)(C) through (E);
  - Is a member of a nonfinancial group described in Regulations section 1.1471-5(e)(5)(i)(B);
  - Is not a depository or custodial institution (other than for members of the entity's expanded affiliated group); **and**
  - Does not function (or hold itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle with an investment strategy to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.

**Part XIX Excepted Nonfinancial Start-Up Company**

- 33**  I certify that the entity identified in Part I:
- Was formed on (or, in the case of a new line of business, the date of board resolution approving the new line of business) \_\_\_\_\_ (date must be less than 24 months prior to date of payment);
  - Is not yet operating a business and has no prior operating history or is investing capital in assets with the intent to operate a new line of business other than that of a financial institution or passive NFFE;
  - Is investing capital into assets with the intent to operate a business other than that of a financial institution; **and**
  - Does not function (or hold itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.

**Part XX Excepted Nonfinancial Entity in Liquidation or Bankruptcy**

- 34**  I certify that the entity identified in Part I:
- Filed a plan of liquidation, filed a plan of reorganization, or filed for bankruptcy on \_\_\_\_\_;
  - During the past 5 years has not been engaged in business as a financial institution or acted as a passive NFFE;
  - Is either liquidating or emerging from a reorganization or bankruptcy with the intent to continue or recommence operations as a nonfinancial entity; **and**
  - Has, or will provide, documentary evidence such as a bankruptcy filing or other public documentation that supports its claim if it remains in bankruptcy or liquidation for more than 3 years.

**Part XXI 501(c) Organization**

- 35**  I certify that the entity identified in Part I is a 501(c) organization that:
- Has been issued a determination letter from the IRS that is currently in effect concluding that the payee is a section 501(c) organization that is dated \_\_\_\_\_; **or**
  - Has provided a copy of an opinion from U.S. counsel certifying that the payee is a section 501(c) organization (without regard to whether the payee is a foreign private foundation).

**Part XXII Nonprofit Organization**

- 36**  I certify that the entity identified in Part I is a nonprofit organization that meets the following requirements.
- The entity is established and maintained in its country of residence exclusively for religious, charitable, scientific, artistic, cultural or educational purposes;
  - The entity is exempt from income tax in its country of residence;
  - The entity has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
  - Neither the applicable laws of the entity's country of residence nor the entity's formation documents permit any income or assets of the entity to be distributed to, or applied for the benefit of, a private person or noncharitable entity other than pursuant to the conduct of the entity's charitable activities or as payment of reasonable compensation for services rendered or payment representing the fair market value of property which the entity has purchased; **and**
  - The applicable laws of the entity's country of residence or the entity's formation documents require that, upon the entity's liquidation or dissolution, all of its assets be distributed to an entity that is a foreign government, an integral part of a foreign government, a controlled entity of a foreign government, or another organization that is described in this part or escheats to the government of the entity's country of residence or any political subdivision thereof.

**Part XXIII Publicly Traded NFFE or NFFE Affiliate of a Publicly Traded Corporation**

**Check box 37a or 37b, whichever applies.**

- 37a**  I certify that:
- The entity identified in Part I is a foreign corporation that is not a financial institution; **and**
  - The stock of such corporation is regularly traded on one or more established securities markets, including \_\_\_\_\_ (name one securities exchange upon which the stock is regularly traded).
- b**  I certify that:
- The entity identified in Part I is a foreign corporation that is not a financial institution;
  - The entity identified in Part I is a member of the same expanded affiliated group as an entity the stock of which is regularly traded on an established securities market;
  - The name of the entity, the stock of which is regularly traded on an established securities market, is \_\_\_\_\_; **and**
  - The name of the securities market on which the stock is regularly traded is \_\_\_\_\_.

**Part XXIV Excepted Territory NFFE**

- 38**  I certify that:
- The entity identified in Part I is an entity that is organized in a possession of the United States;
  - The entity identified in Part I:
    - (i) Does not accept deposits in the ordinary course of a banking or similar business;
    - (ii) Does not hold, as a substantial portion of its business, financial assets for the account of others; **or**
    - (iii) Is not an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account; **and**
  - All of the owners of the entity identified in Part I are bona fide residents of the possession in which the NFFE is organized or incorporated.

**Part XXV Active NFFE**

- 39**  I certify that:
- The entity identified in Part I is a foreign entity that is not a financial institution;
  - Less than 50% of such entity's gross income for the preceding calendar year is passive income; **and**
  - Less than 50% of the assets held by such entity are assets that produce or are held for the production of passive income (calculated as a weighted average of the percentage of passive assets measured quarterly) (see instructions for the definition of passive income).

**Part XXVI Passive NFFE**

- 40a**  I certify that the entity identified in Part I is a foreign entity that is not a financial institution (other than an investment entity organized in a possession of the United States) and is not certifying its status as a publicly traded NFFE (or affiliate), excepted territory NFFE, active NFFE, direct reporting NFFE, or sponsored direct reporting NFFE.

**Check box 40b or 40c, whichever applies.**

- b**  I further certify that the entity identified in Part I has no substantial U.S. owners (or, if applicable, no controlling U.S. persons); **or**
- c**  I further certify that the entity identified in Part I has provided the name, address, and TIN of each substantial U.S. owner (or, if applicable, controlling U.S. person) of the NFFE in Part XXIX.



# Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

▶ For use by individuals. Entities must use Form W-8BEN-E.

▶ Go to [www.irs.gov/FormW8BEN](http://www.irs.gov/FormW8BEN) for instructions and the latest information.

▶ Give this form to the withholding agent or payer. Do not send to the IRS.

**Do NOT use this form if:**

- You are NOT an individual . . . . . W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual . . . . . W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) . . . . . W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States . . . . . 8233 or W-4
- You are a person acting as an intermediary . . . . . W-8IMY

**Instead, use Form:**

**Note:** If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

**Part I Identification of Beneficial Owner** (see instructions)

<b>1</b> Name of individual who is the beneficial owner		<b>2</b> Country of citizenship
<b>3</b> Permanent residence address (street, apt. or suite no., or rural route). <b>Do not use a P.O. box or in-care-of address.</b>		
City or town, state or province. Include postal code where appropriate.		Country
<b>4</b> Mailing address (if different from above)		
City or town, state or province. Include postal code where appropriate.		Country
<b>5</b> U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)		
<b>6a</b> Foreign tax identifying number (see instructions)	<b>6b</b> Check if FTIN not legally required . . . . . <input type="checkbox"/>	
<b>7</b> Reference number(s) (see instructions)	<b>8</b> Date of birth (MM-DD-YYYY) (see instructions)	

**Part II Claim of Tax Treaty Benefits** (for chapter 3 purposes only) (see instructions)

**9** I certify that the beneficial owner is a resident of \_\_\_\_\_ within the meaning of the income tax treaty between the United States and that country.

**10 Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph \_\_\_\_\_ of the treaty identified on line 9 above to claim a \_\_\_\_\_ % rate of withholding on (specify type of income): \_\_\_\_\_

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: \_\_\_\_\_

**Part III Certification**

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
  - (a) income not effectively connected with the conduct of a trade or business in the United States;
  - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
  - (c) the partner's share of a partnership's effectively connected taxable income; or
  - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

**Sign Here**  I certify that I have the capacity to sign for the person identified on line 1 of this form.

_____	_____
Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date (MM-DD-YYYY)
_____	
Print name of signer	





## **GUARDS ARE REQUIRED TO CHECK IN AND OUT FOR ALL SHIFTS.**

- **SEND TEXT MESSAGE TO 631-605-7024**  
(Include Name, RSS WO#, Check in/out Time, Name of Location)
- **CALL 631-346-3570 AND LEAVE A VOICEMAIL**  
(Include Name, RSS WO#, Check in/out Time, Name of Location)
- **CALL 631-346-3570 AND SPEAK WITH A RSS REPRESENTATIVE**  
(Provide RSS WO#, Check in/out Time, Name of Location)

*\*\*Failure to check in and out may result in payment delays\*\**

### **THE RSS WORK ORDER AND ATTACHED POST ORDERS MUST BE PROVIDED TO THE SECURITY GUARD SCHEDULED TO WORK**

\*\*All guards are required to know the expectations of the client when they arrive on site\*\*

The RSS WO needs to be signed by a manager upon completion, this document must be submitted with the invoice.

Once your company has been fully onboarded, our accounting department will email details regarding the billing requirements.

### **OUR STANDARD PAYMENT TERMS ARE 45 DAYS FROM RECEIPT OF INVOICE and MANAGER SIGN OFF.**



Please complete this form regarding your company and the services you offer. The better informed we are, the better we will be able to assist you and your company. The information provided is for our use only and will not be released to any third parties. Please notify us immediately if you have any updates about your company profile.

## VENDOR INFORMATION

### THIS MUST BE FILLED OUT WITH PROPER INFORMATION

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

DBA: \_\_\_\_\_

Owner Name: \_\_\_\_\_

### MAILING/BILLING ADDRESS (FOR PAYMENTS)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Billing Email (Required) : \_\_\_\_\_

How Many Are Fulltime Guards On Your Payroll? \_\_\_\_\_

How Many Are Partime Guards On Your Payroll? \_\_\_\_\_

### PHYSICAL ADDRESS

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Email Address (Operations): \_\_\_\_\_

Does your county, city, state require your company

company to have a security licence? **Yes** **No**

License Type: \_\_\_\_\_

License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

If you have multiple locations/offices and would like them added please provide W9/Tax Id numbers for all. :

## DAY/NIGHT TIME CONTACT

Daytime Name: \_\_\_\_\_

Tel #: \_\_\_\_\_

Nighttime Name: \_\_\_\_\_

Tel #: \_\_\_\_\_

Emergency Name: \_\_\_\_\_

Tel #: \_\_\_\_\_

Alternative Name: \_\_\_\_\_

Tel #: \_\_\_\_\_

After Hours Email: \_\_\_\_\_

After Hours Tel #: \_\_\_\_\_

## SERVICE CATEGORIES

### ARMED GUARDS

Regular Hourly Rate \$ \_\_\_\_\_

Emergency Hourly Rate \$ \_\_\_\_\_

### UNARMED GUARDS

Regular Hourly Rate \$ \_\_\_\_\_

Emergency Hourly Rate \$ \_\_\_\_\_

### PATROL SERVICES

Regular Hourly Rate \$ \_\_\_\_\_

Emergency Hourly Rate \$ \_\_\_\_\_

## SERVICE AREAS (STATE / COUNTY / CITY)

1. What is your hiring process?
2. Does your province require you to complete background checks when hiring a new guard?
3. Do you complete background checks?
4. If so, what sources are you using and how often do you complete these background checks?
5. Would you share them with RSS if requested?
6. Do you drug test when hired, randomly or both?
7. Is a driver's license required for guards?
8. What is the minimum level of education required?

- 9. Are all guards required to speak English?
  
- 10. Are the guards licensed individually or through the company?
  
- 11. How often are unarmed guards required to renew their license?
  
- 12. How often are armed guards required to renew their license?
  
- 13. What is your standard training protocol for guards?
  
- 14. Do you provide guard services statewide, regionally or nationally?
  
- 15. Is your company certified to provide fire watch services?
  
- 16. How many guards are fire watch certified?
  
- 17. What kind of uniforms do you have for your guards? *Example Tactical, Suits, Security Polos....*
  
- 18. Is your company Woman–Owned, Minority–Owned, or Veteran–Owned? (Check any, if applicable):  
 Woman–Owned       Minority–Owned       Veteran–Owned

I hereby declare that the above statements are true to the best of my knowledge and belief.

**Company Name:**

**Date:**

**Name:**

**Title:**

# CONFIRMATION EMAIL

- Vendor gets emailed in the morning if they have a visit scheduled for that day.
  - \*On Friday – email includes shifts scheduled for Saturday & Sunday too.
- Vendor must provide 1st & last name for the guard scheduled & phone number to reach guard or supervisor after hours if there is a problem (or guard doesn't check in when scheduled).
- If vendor has multiple work orders scheduled, each one would be listed separately – All must be filled in before it is submitted.
- Web confirmations must be filled out before they expire at 3pm each day.
- Guard info must be accurate. This information may be provided to some clients or malls to verify who will be on-site – especially for overnight work.

## RSS CONFIRMATION EMAIL EXAMPLE:



# CREDIT REFERENCES

## **New Concept Security**

PO Box 588,  
Anaheim, CA 44121  
**Contact:** Gamil Sayed  
**Phone:** (714) 808-3369

## **ISL Security Inc**

139 S Beverly Drive #235  
Beverly Hills, CA 90212  
**Contact:** Matt  
**Phone:** (661) 904-8700

## **Dehl Security Services Inc**

685 Nostrand Avenue Suite 1  
Brooklyn, NY 11216  
**Contact:** Joy Omafawa  
**Phone:** (718) 285-9994

## **Logixx Security Inc**

1955 Leslie Street  
Toronto, ON M3B 2M3  
**Contact:** Rosanne D'Amico  
**Phone:** (877) 923-2727

## **Premium Security Services, Inc.**

318 Richfield Road  
Upper Darby, PA 19082  
**Phone:** 484-781-7110

## **Tactical Guard Services**

1006 109th St.  
Tacoma, WA 98445  
**Contact:** Poong Cho  
**Phone:** (808) 953-0915

## **TAX ID# 46-5613043**

### **Bank Reference**

Dime Community Bank  
41 E Main Street  
Patchogue, NY 11772  
**Phone:** (631) 923-1495

