WILLSCOT™

DOING BUSINESS WITH WILLSCOT

We're dedicated to making doing business with WillScot secure and simple for you. Inside you will find detailed information related to invoicing, payment and insurance.

03/10/21 | Version 2.5

INVOICE SERVICES AND PAYMENT OPTIONS

Electronic invoicing is the fastest, easiest option, though you still have the option to receive paper statements, for a nominal administrative fee. To ensure electronic delivery of your invoices, consider setting up a generic email that can be monitored by more than one of your employees.

Billing Cycle:	WillScot generates invoices on the first day of the rental cycle. The day you take delivery generally determines the start of your rental cycle. Each subsequent billing cycle, WillScot will send an invoice which is due on the first day of the rental cycle.
Purchase Orders:	If invoices require reference to a purchase order please submit a copy of the purchase order along with the invoice copy directly to: CustomerSuccess@willscot.com
Sales Tax:	To avoid sales tax assessment, please email a copy of your valid sales tax exemption document within 30 days of receipt of your invoice to: CustomerSuccess@willscot.com
Sales Tax Differences:	Sales tax calculations are based upon the combined companies' taxability determinations which may differ from previously billed - WillScot sales tax amounts. Please adjust your purchase order accordingly upon receipt of your first invoice.
Interest Charges:	If payments are not received within the agreed upon terms, the balance due will be subject to interest charges at 1.5% per month.
Late Charges:	If payments are not received within the agreed upon terms, a late charge will be applied to your account

PAYMENTS

Electronic funds transfers (ACH) are the fastest, easiest and most affordable way to make payments. For customers that prefer other payment methods, payments can also be made via MM Connect, our secure online payment portal, or via traditional paper checks mailed to the appropriate address below. Regardless of the payment method you choose, we're always here to help. Paper check processing fees may apply.

Williams Scotsman Invoices:	Remit payments directly to Williams Scotsman for all invoices issued by Williams Scotsman **(payment options are listed further on in this document)**.
Federal ID No:	Williams Scotsman Federal ID No. 52-0665775. Please refer to the attached W-9.
Lien Waivers:	Submit all lien waiver requests and questions directly to: lien.waivers@willscot.com Please keep in mind that WillScot generally does not place liens on property.

INVOICE SERVICES AND PAYMENT OPTIONS

PAYMENT OPTIONS

1. Direct Payment
Preferred Method

Electronic payment initiated by your Accounts Payable department through your bank. When paying via ACH, a remittance advice must be sent to CASHWS@willscot.com

USD PAYMENTS

Bank Name:	Bank of America
Bank Address:	231 S. LaSalle Street, Chicago, IL 60697
Account Name:	Williams Scotsman, Inc
ABA Routing:	071000039
Account:	81889-03200
SWIFT Code:	BOFAUS3N
Wire Routing:	026009593

CANADIAN PAYMENTS

Bank Name:	Bank of America National Association, Canada Branch
Bank Address:	181 Bay Street, 5th Floor, Toronto ON M5J 2V8
Account Name:	Williams Scotsman of Canada Inc.
Account Currency:	Canadian Dollars
Account Number:	47183222
Bank ID:	241
Bank Transit:	56792
SWIFT Code:	BOFACATT

2. Online Payment

Williams Scotsman has developed a new online Portal to replace Billtrust to provide an easy and efficient means of viewing and paying your invoice.

The MM Connect invoice gateway that allows you to:

- Easily import and download information
- View, print and pay invoices online via ACH or credit card
- Pay multiple invoices at once
- Enable automatic recurring payment using the Auto Pay feature

To enroll your account in the portal, you will need information from your current invoice.

MM Connect Portal: **https://portal.mobilemini.com**

Any questions or problems regarding your account can be addressed by our Customer Success team: CustomerSuccess@willscot.com

3. Paper Check Payment*

Please mail all paper check payments directly to Williams Scotsman's lockbox address:

USD PAYMENTS

Williams Scotsman, Inc
P.O. Box 91975
Chicago, IL 60693-1975

**Paper check processing fees may apply.*

CANADIAN PAYMENTS

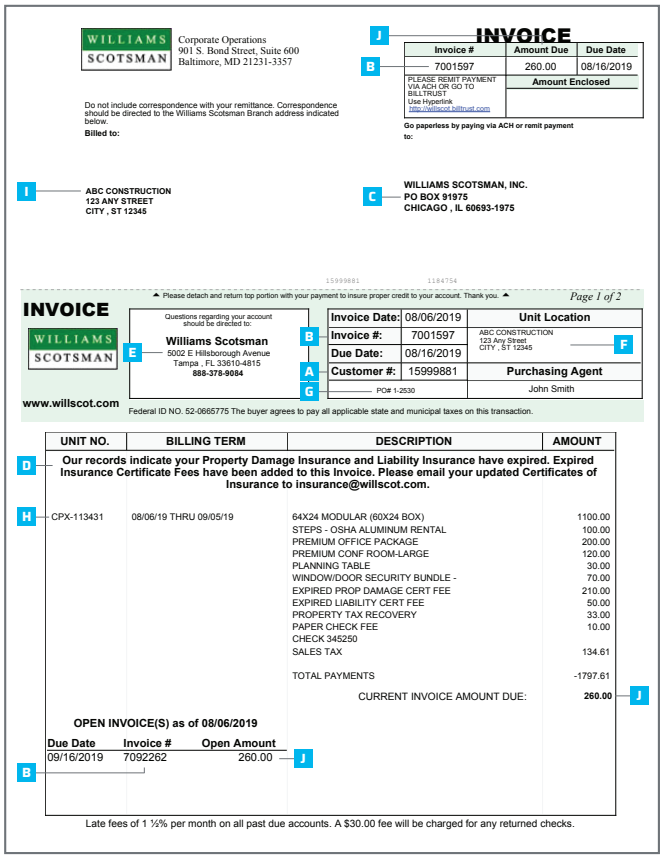
Bank of America
Merrill Lynch Lockbox Services
Williams Scotsman, Inc.
Lockbox# 911630
P.O. Box #4090 STN A
Toronto, Ontario M5W 0E9

If you have any questions or need additional assistance, contact our Customer Success Team at 800-782-1500 or CustomerSuccess@willscot.com.

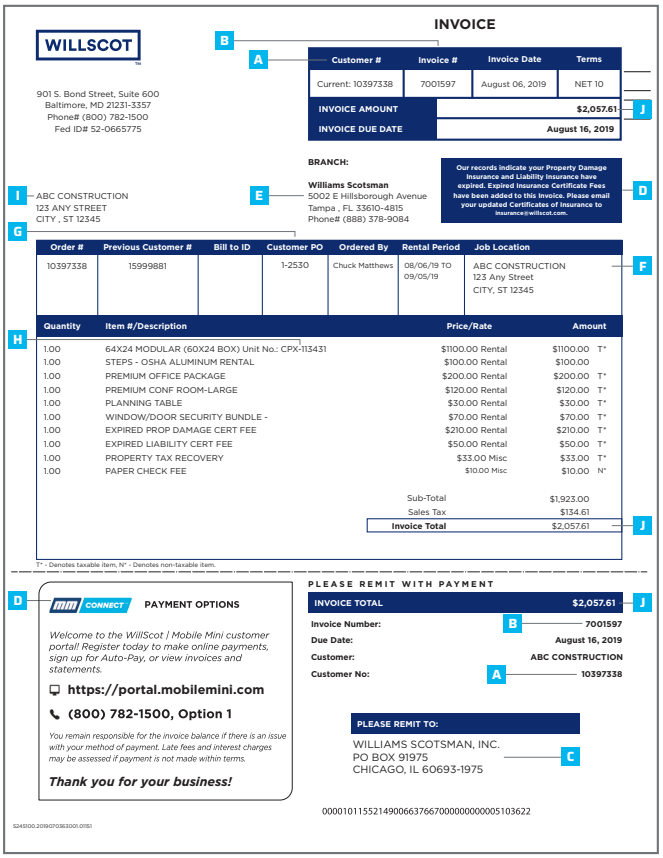
INVOICE COMPARISON

As a part of WillScot's systems upgrade on May 3, 2021, the invoice you've been receiving has been updated to a new format. The informational elements that you can expect remain much the same but are better organized and presented more clearly.

Previous Invoice



Updated Invoice



Legend

- **A** Account Number
- **B** Invoice Number
- **C** Remittance Address
- **D** Important Message
- **E** Branch Address
- **F** Unit Location
- **G** Purchase Order Number
- **H** Asset/Unit Number
- **I** Customer Billing Address
- **J** Amount Due

CUSTOMER INSURANCE CERTIFICATE REQUIREMENTS

INSURANCE

Lessor Requirements:	Williams Scotsman requires property and general liability insurance coverage for all equipment and value added products. Please see below for the attached Insurance Certificate Requirements document for guidance. Direct all insurance related inquires to: Insurance@willscot.com
Lessee Requirements:	If a Williams Scotsman certificate of insurance is required please refer to the attached document for guidance or email your local branch representative.
Optional General Liability Program:	The carrier associated with your Optional GL Insurance coverage is American Southern General Insurance Company. Any questions regarding insurance coverage, limits, etc., should be referred to Allen Insurance Group at 1-800-922-5536.

Certificate Type	Acceptable	Required Amount Per Occurrence	Other Requirements	Williams Scotsman Must Be Listed As	NOT Acceptable Coverage Types
General Liability	• General Liability • Garage Liability • Premises Liability • Wrap Up Liability • Public Entity Liability • Public Liability (Canada) • 3rd Party Liability	• $1,000,000 • $10,000,000 Fireworks	• Policy Number • Coverage Term • Our Customer has to be: i. the insured or ii. Insured needs to be our customer's parent company	• Certificate Holder • Additional Insured	• Personal Liability • Auto Liability • Worker's Compensation
Property	• Property Coverage • All Risks • Business Personal Property • Broad Form Building • Equipment • Builder's Risk Equipment • Inland Marine • Commercial Property • Contractor's Equipment • Equipment Floater • Installation Floater • Installation • Renters or Rental Equipment • Special or Special Perils • Leased Rented Equipment • Scheduled Equipment • Physical Damage • Special Property	• Full Replacement Value	• Policy Number • Coverage Term	• Certificate Holder • Loss Payee	• Personal Property

INSURANCE GLOSSARY

Blanket Coverage: Provides insurance coverage for all units the customer is renting | leasing from Williams Scotsman, Inc.

Individual Coverage: Provides insurance coverage for specific units or locations.

Additional Insured: Additional insured for liability and Loss Payee for property enables Williams Scotsman to work directly with the customer's insurance carrier in the event of a claim.

This document is provided for informational and convenience purposes only and does not constitute a contract. Provisions in this document are subject to change. Customers are advised to refer to their lease agreement for details concerning required insurance coverage as the provisions in the lease agreement take precedence. Williams Scotsman is not an insurance provider or broker so customers should refer any questions regarding insurance coverage, type or definitions to their agent / broker or provider.

** Allen Insurance Group is a third party insurance agent that administers a general liablility insurance program offered by American Southern Insurance Company. For details about this program, please contact your sales representative for information.*

CUSTOMER SUPPORT AND SERVICE

Our people, our temporary offices, our comprehensive solutions, our network of locations – everything about WillScot is Ready to Work. So let's get started.

Give us a call at: 800-782-1500

- For Service related requests, please select option 1.
- For Sales related requests, please select option 2.

You can also submit a ticket on our website:
willscot.com/Support/Request-Customer-Service

For details regarding when you should contact us for service please download our service guide.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

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

WILLIAMS SCOTSMAN, INC.

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) ▶ _____

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) N/A

Exemption from FATCA reporting code (if any) N/A

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

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

901 S. BOND STREET, SUITE 600

Requester's name and address (optional)

6 City, state, and ZIP code

BALTIMORE, MD 21231

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

5	2	–	0	6	6	5	7	7	5

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 ▶ _____ Date ▶

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 with the IRS 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.*

WILLSCOT™

800.782.1500 | WILLSCOT.COM

WILLSCOT - MOBILE MINI CORPORATE HEADQUARTERS
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