



## **Consent to Paperless Delivery of Tax-Related Documents**

**Please read this information carefully and print or download a copy for your files.**

You may elect to receive tax-related documents and invoices from Creative Resources Connections, LLC via electronic delivery either via email or delivered through a web interface, where you can go to a web site and download the statement. However, IRS guidelines require that you must first review these disclosures and provide your affirmative consent to receiving information in an electronic format. This Consent to Paperless Delivery ("Consent") is effective until withdrawn by you. This is your copy of the Consent.

By agreeing to accept required tax-related documents electronically, you also agree that:

1. Your computer system meets the hardware and software requirements stated below under "System Requirements"; and
2. You will promptly notify CRC of any change in your e-mail address by providing your name and social security number as it appears on your Form W-9 either by calling CRC (866) 382-3564, or by writing to:

Creative Resources Connections, LLC  
P.O. Box 97  
Jacksonville, NC 28541  
c/o Paperless Consent

## **Consent to Paperless Delivery of Tax-Related Documents.**

By signing this form you acknowledge that you have read and understand this Consent, and that you affirmatively consent to receive and acknowledge that you can access, receive, print and retain your tax-related documents (including IRS Form 1099) electronically. You agree that such information may be communicated online by posting notices, disclosures and other communications on our website or by sending such information to you by e-mail. Your consent to receive tax-related documents electronically will be effective until withdrawn (see "Withdrawal of Consent"). If you do not specifically consent to the electronic delivery of tax-related documents by clicking the applicable checkbox, you will continue to receive paper copies of all required tax-related documents, including Form 1099.

## **Additional Paper Copies**

In addition to consenting to and obtaining electronic copies, you may request additional paper copies of your tax-related documents by contacting CRC as provided above. Requesting a paper copy of your tax related documents will not be considered a withdrawal of your consent for paperless delivery. You must formally withdraw consent to begin regularly receiving a paper copy of your future tax-related documents.

### **Notification of Change to E-mail Address**

You agree to notify us promptly if your e-mail address or other account information changes by contacting us as provided above. For information that is required by law to be sent to you, including Form 1099, if we receive an electronic notice that an e-mail is undeliverable due to an incorrect or inoperable e-mail address, we will resend such information via U.S. Postal Service.

### **Withdrawal of Consent**

Withdrawal of consent to paperless delivery is prospective only. Any withdrawal ensures that future tax related documents will be delivered to you as a paper document, but does not apply to any document that has already been furnished to you electronically. You may withdraw your Consent to paperless delivery by providing written notice either (1) by mail at the address set forth above; or (2) by email to [admin@creativeresourcesconnections.com](mailto:admin@creativeresourcesconnections.com). CRC may take up to 10 business days after receipt to process your request. In each case, state that you are withdrawing consent to paperless delivery of tax-related documents, and provide your name and social security number as it appears on your Form W-9.

### **System Requirements**

To access your electronic tax-related documents, you need to be able to read Adobe PDF files. To do this, you must have Adobe Acrobat Reader installed on your computer. It can be downloaded for free at <http://get.adobe.com/reader>. You also need to have a computer with Internet access that supports the use of a browser that supports 128-bit encryption, and will need to have JavaScript enabled in your browser. You need hardware as necessary to support this software. In order to keep copies for your records, you will need to have access to a printer or have the ability to download information.

### **Agreement**

You understand that by signing this form you acknowledge that you have read the Consent and have printed or downloaded a copy for your records. You further acknowledge that you affirmatively consent to receive your tax-related documents, including IRS Form 1099 electronically. Tax-related documents will remain available electronically for at least one year after the date the document is first made available to you electronically.

### **Notice of termination**

CRC reserves the right to stop paperless delivery of your tax-related documents at any time by giving you notice. If CRC does so, CRC will send you paper copies of your tax-related documents.

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Printed Name

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Date

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Signature