



9/23/2021

To our valued customer:

Thank you for being a customer of TFWW. We truly appreciate your business!

The purpose of this letter is to inform you on **October 1, 2021** we will be transitioning to a new bank. With this transition comes a change in where you will remit your payments. Please note the format of the invoice will not change.

**ACH is our preferred method of payment especially with the upcoming changes in the mail delivery from the US Postal Service.** If you are currently paying by ACH or are able to pay by ACH, please send your banking forms as soon as possible to [ARpaymentremit@tfwwi.com](mailto:ARpaymentremit@tfwwi.com) so that we can complete and return the documents to you so you can update your system accordingly.

**Also note, the current 'self' pay process (Payer Express application) will be shut down at the end of the business day on 9/30/2021 and the new way to 'self' pay by Credit Card and/or ACH/ETS (<https://connect.tfwwi.com> or call 1-877-744-3818 and speak to a AR Collections or Cash Application Analyst) will not be active until 10/8/2021.**

Remittance for all payments as of **October 1, 2021** should be made as follows:

US Mail	Overnight Delivery	ACH/ETS	Wire Transfers
Use the "Remit to" address shown on your invoices or as below  <u>Lockbox:</u> TFWW Chicago Lockbox #10328 Deposit account: 488084436665  <u>U.S. Post Office Mailing Address:</u> TFWW P.O. Box 7410328 Chicago, IL 60674-0328  Please include the invoice numbers on your payment and include the remittance information with your payment	Bank of America Lockbox Services TFWW 10328 540 W. Madison, 4th Floor Chicago, IL 60661  Please include the invoice numbers on your payment and include the remittance information with your payment	Account #: 488084436665 Routing #: 111000025  Account Name: TFORCE WORLDWIDE, INC AR Account Address: 1000 WINDHAM PKWY BOLINGBROOK IL 60490-3507  Please transmit in CTX format  If CTX is not possible, please send remittance information by email to: <a href="mailto:arpaymentremit@tfwwi.com">arpaymentremit@tfwwi.com</a>	Account #: 488084436665 Routing number DOM. WIRES: 026009593  SWIFT Code INTL WIRES: BOFAUS6S - for incoming foreign wires in foreign currency BOFAUS3N - for incoming foreign wires in U.S. dollars  Account Name: TFORCE WORLDWIDE, INC AR Account Address: 1000 WINDHAM PKWY BOLINGBROOK IL 60490-3507  Please transmit remittance information by email to: <a href="mailto:arpaymentremit@tfwwi.com">arpaymentremit@tfwwi.com</a>

- If you are paying by credit card please go to our website at <https://connect.tfwwi.com> or call 1-877-744-3818 and speak to your AR Collections and Cash Applications Analyst. Please note that we will not be able to take credit card payments (website or by phone) until 10/8/2021
- Our new W-9 with our new lockbox address is attached to this letter
- If you have any questions related to remit names, W9s or if you are interested in paying by ACH please send your questions, your ACH Form to [arpaymentremit@tfwwi.com](mailto:arpaymentremit@tfwwi.com)
- All invoices from us dated **October 1, 2021** and beyond will have a new remittance address and should be paid in accordance with the instructions herein. Remittance information will appear on the invoices. Please contact your Sales Representative if more detail is needed.

We sincerely appreciate your business as well as your cooperation during this transitional period. Please let us know if there is anything else that we can do for you. Thank you in advance.

Sincerely,

Thomas Griffin

President, TFWW

Enclosure: TFWW W-9, Banking Confirmation Letter