



| Customer Welcome Packet



# Welcome to Priority1

Thank you for choosing Priority1 and giving us the opportunity to serve you. We appreciate your business and the confidence you have placed in us.

At Priority1 our mission is to be the innovator and leader in logistics. We dedicate ourselves to establishing lifelong partnerships with our customers, employees, and vendors by exceeding their expectations through our people, technology, expertise, and values. Our success is measured by how well we simplify your logistics needs. Your product is our priority.

## Priority1 Company Information

**Website:** www.priority1inc.com  
**Phone:** (501) 372-3925  
**Fax:** (855) 834-1610  
**Federal ID#** 71-0790065  
**Dunn & Bradstreet#** 80-465-5744  
**MC#** 312916  
**SCAC:** POIP  
**DOT#** 2222837

**Corporate Officers:** Ken Hamilton, President  
**Date of Incorporation:** May 2, 1996  
**State of Incorporation:** Arkansas

### Bank References:

#### *Bank of America*

200 West Capitol  
Little Rock, AR 72201

Fax- 900-733-5100 (\$10 charge for query)

### Trade References:

#### *R&L Carriers*

Fax Request to: Rita Miller,  
Collections Manager  
Fax: 937-655-3121

#### *Saia*

Email Credit Dept:  
Credit@saia.com

#### *Southeastern Freight Lines*

Email Denise Smith:  
Denise.Smith@sefl.com  
800-637-7335

**Physical Address:**  
401 W. CAPITOL AVE  
SUITE 600  
LITTLE ROCK AR 72201

**Mailing Address:**  
PO Box 398  
North Little Rock, AR 72115

**Payment Only Address:**  
PO Box 840808  
Dallas, TX 75284-0808

# **Payments & Contacts:**

## ***Primary Payment Notification***

Email: p1collections@priority1inc.com  
PH: 501-487-6518

### **Carrie Alexander**

Financial Services Manager  
Direct: 501-487-6495  
Fax: 833-712-1494  
Email: carrie.alexander@priority1inc.com

### **Eric Dyson**

Director of Financial Services  
Direct: 501-487-6479  
Email: eric.dyson@priority1inc.com

### **Ashley Duncan**

Financial Analyst  
Direct: 501-487-6467  
Fax: 833-712-1486

### **Carolyn McCray**

Financial Analyst  
Direct: 501-487-6467  
Fax: 833-712-1485

### **Jessica Smith**

Financial Analyst  
Direct: 501-487-6484  
Fax: 833-712-1487

### **Kevin Smith-Henley**

Financial Analyst  
Direct: 501-487-6491  
Fax: 833-712-1488

### **Lana Cates**

Financial Analyst  
Direct: 501-487-6373  
Fax: 833-712-1489

### **Laura Thomas**

Financial Analyst  
Direct: 501-487-6492  
Fax: 833-712-1490

### **Angie Collins**

Financial Analyst  
Direct: 501-487-6500  
Fax: 833-712-1491

### **Sandi Marshall**

Financial Analyst  
Direct: 501-487-6502  
Fax: 833-712-1492

### **Sarah Kilgore**

Financial Analyst  
Direct: 501-487-6559  
Fax: 888-770-0326

### **Sidney Silvas**

Financial Analyst  
Direct: 501-487-6504  
Fax: 833-712-1493

### **Sunny Smith**

Financial Analyst  
Direct: 501-487-6408  
Fax: 888-768-4229

# Payments & Contacts

Payments to Priority-1, Inc can be made via **wire** or **ACH** directly to our account at **Bank of America**.

## ACH:

**Routing #** 082000073

**Account#** 004165666767

## Wire:

**Routing #** 026009593

**Account#** 004165666767

**SWIFT Code for international wires:** BOFAUS3N

## Bank Address:

**Bank of America**

**200 W Capitol**

**Little Rock, AR 72201**

We are excited to announce you can now make payments online and view your invoices with our E-Pay system. Please email [p1collections@priority1inc.com](mailto:p1collections@priority1inc.com) to get set up online.

We accept e-checks (free) and credit cards (2.5% surcharge fee)

Payment (checks) Mailing Address:

PO Box 840808

DALLAS, TX 75284-0808

Remittance information is required and should be e-mailed to **[payments@priority1inc.com](mailto:payments@priority1inc.com)**.

Any questions related to payments or banking should be directed to Nate Hastings, Controller, via e-mail (**[nate.hastings@priority1inc.com](mailto:nate.hastings@priority1inc.com)**) or phone (**501-487-6501**).

# Priority1 utilizes paperless billing!

Please provide the email accounts you wish to receive your invoicing through.

It saves ***time, money, and trees!***

Invoices will be sent out daily, making it easier for your company. We can also fax or mail your invoices if a hard copy is needed.

## ***Getting started is easy!***

Just email your financial service analyst or [p1collections@priority1inc.com](mailto:p1collections@priority1inc.com) with the name of your company and the email addresses you want them sent to.

Please make note that invoices will come from: *noreply@priority1.com*

If you need BOLs or PODs with your invoices in order to process payment please let us know.

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <b>Priority-1, Inc</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> 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 <b>not</b> 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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
		<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.  <b>1800 E Roosevelt Rd</b></p>	<p>Requester's name and address (optional)</p>
		<p><b>6</b> City, state, and ZIP code  <b>Little Rock, AR 72206</b></p>	
		<p><b>7</b> List account number(s) here (optional)</p>	

### 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.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
7	1	-	0	7	9	0	0	6	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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 1/12/2021
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## 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](http://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.*

PM-25  
(Rev. 1/95)

**SERVICE DATE**  
**February 06, 1997**

FEDERAL HIGHWAY ADMINISTRATION

LICENSE

MC 312916 B

PRIORITY-1, INC.

LITTLE ROCK, AR, US

This license is evidence of the applicant's authority to engage in operations, in interstate or foreign commerce, as a broker, arranging for transportation of freight (except household goods) by motor vehicle.

This authority will be effective as long as the broker maintains insurance coverage for the protection of the public (49 CFR 1043) and the designation of agents upon whom process may be served (49 CFR 1044). Applicant shall also render reasonably continuous and adequate service under this authority. Failure to maintain compliance will constitute sufficient grounds for revocation of this authority.

Thomas T. Vining  
Chief, Licensing and Insurance Division