



515 ENTERPRISE ST. | AURORA, IL 60504  
O: 630.236.8250 | [www.pregis.com](http://www.pregis.com)

## New Vendor Setup Documents

January 3, 2017

To Loyal PolyMask Customers,

**Starting Feb 1, 2017** all PolyMask protective film customers will begin ordering directly from SG PolyMask. In preparation for the February 1, 2017 order process transition to SG PolyMask, we have collected the typically needed forms and information sheets to help you through your setup processes.

Enclosed in this packet are the following documents:

- SG PolyMask Contact, Remit to, & Lockbox Information
- Surface Guard Films LLC W-9 Information
- SG PolyMask Product Specification Letter
- SG PolyMask Statement on Pricing

If there are any additional documents or information you need to setup SG PolyMask as a vendor do not hesitate to contact us immediately at **630-236-8250** or at [sgpolymaskinfo@pregis.com](mailto:sgpolymaskinfo@pregis.com).

Regards,

Linda Condon  
Customer Service Manager – SG PolyMask



## **Customer & Remit To Information**

Thank you for giving us the opportunity to work with you. Along with providing superior quality and exceptional lead times, we are focused on outstanding customer service. Please use this form as a quick reference guide for our company's information.

### **Physical Mailing & Ship to Address:**

SG PolyMask  
500 Thornburg Drive SE  
Conover, NC 28613

### **Phone & Fax #'s:**

P | (630) 236-8250  
TF | (844) 232-6783  
F | (630) 236-8251

### **Web Site & Email:**

[www.sgpolymask.com](http://www.sgpolymask.com)  
[sgpolymaskinfo@pregis.com](mailto:sgpolymaskinfo@pregis.com)

### **FEIN & Form W-9 (enclosed):**

37-1834723

### **Check Remit to Address:**

Surface Guard Films LLC  
29179 Network Place  
Chicago, IL 60673-1291

### **Bank Information for ACH / Wire**

JP Morgan Chase:  
Routing/ABA (ACH): 071000013  
Account # (ACH): 100062386

Routing/ABA (WIRE): 021000021  
Account # (WIRE): 100062386

### **Accounts Receivable Contact:**

Debbie Steffy  
P | 331-425-6226  
[dsteffy@pregis.com](mailto:dsteffy@pregis.com)

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Pregis Holding I Corporation</b>	
	2 Business name/disregarded entity name, if different from above <b>Surface Guard Films, LLC (EIN 37-1834723)</b>	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>1650 Lake Cook Road, Suite 400</b>	
	6 City, state, and ZIP code <b>Deerfield, IL 60015</b>	
	7 List account number(s) here (optional)	

Requester's name and address (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									
2	0	-	3	4	8	5	4	1	2

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

- Under penalties of perjury, I certify that:
- 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
  - 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
  - I am a U.S. citizen or other U.S. person (defined below); and
  - 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>9/16/16</u>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### 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? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - Certify that you are not subject to backup withholding, or
  - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



January 3, 2017

Dear Loyal PolyMask Customer,

As many of you have heard, Pregis LLC has acquired the 3M Temporary Protective Film business, also known as PolyMask. The intent is to integrate the Conover, NC operations into our Surface Guard Protective Films business, allowing us to expand our manufacturing, R&D and service capabilities without any interruption to our current PolyMask customers. Together these 2 ISO certified manufacturing facilities will be marketed under the name **SG PolyMask**.

We are glad to report that as a result of the Pregis acquisition and the strong commitment to the legacy PolyMask® business, SG PolyMask products supplied to our U.S. customers will continue to be manufactured at the Conover, North Carolina facility using the same equipment, product specifications, and dedicated team of associates as in the past. A list of our current product descriptions is attached for your convenience.

The logo on our product cores, roll tab tape and packaging labels will be updated in the near future to reflect a new branding strategy; however our goal is to keep the SG PolyMask name in these identifiers.

We truly appreciate your business and look forward to continuing to supply you the high quality products you expect from our team. On behalf of our entire organization, we thank you for your partnership and we look forward to supporting your continued growth.

Our Most Sincere Regards,

Matt Boomgarden  
Plant Manager

Buddy Anderson  
Technical Manager

### SG PolyMask Product Grades

15CV25C	24S76W	2A25P/S93K	2A87B
15CV25P/S130K	25A26R	2A25P/S94K	2A87C
15CV71W	25A29B	2A29B	2A87C3
15CV804B	25A29BP/S75B	2A29C	2A89C
15CV804C	25A29C	2A29K	2A90C
15CV804P/S124K	25A29P/S39K	2A29P/S18K	2AU23B
15CV804P/S4GY	25A30B/ZC23	2A29P/S3K	2AU23B/UV
15CV825C	25A804R	2A29P/S80K	2AU23BP/UVS135K
15CV825P/S130K	25A825B	2A29P/S96K	2AU23C/UV
15CV826B	25A825C	2A29W	2AU25C/UV
15CV826C	25A826B	2A29Y	2AU25P/UV/S53B
15CV87C	25A826C	2A30C3	2AU26B
15CV90C	25A826R	2A30C6	2AU26B/UV
1614C	25A829B	2A44B	2AU70C
1675C	25A829C	2A44C	2B04C
17CV26C	25A829P/S39K	2A62C6	2B28C
2104B	25A829P/S39W	2A67C6	2B44C
2104C	25A87B	2A804B	2B804C
2112B	25A87C	2A804C	2B826C
2112C	25A88B	2A804P/S3K	2E79B
2125B	25A88BP/S142K	2A825B	2E79C
2125C	25A88C	2A825C	2E79P/S2K
2126C	25A89B	2A825P/S102B	2E79P/S97K
2126P/S55K	25A89C	2A825P/S124K	2E93C/EZ
2156C	25A95C/EZ	2A825P/S3K	2E93P/S1K
21804B	25AU76B/UV	2A825W	2E93P/S2K
21804C	25AU87B	2A826B	2E93P/S2K/EZ
21804P/S140	25M25X/S89K	2A826B/S83K	2E93P/S6K
21825B	25M26X	2A826C	2E93P/S6K/EZ
21825C	25M26XBP/S123S	2A826CR	2E95C/EZ
21825CR	25X120P/S69B	2A826P/S125K	2E95C/RW/EZ
21826B	25X125x	2A826P/S18K	2E97C
21826C	25X126x	2A826P/S39K	2E97C/RW
21826CR	25X129x	2A826P/S39W	2E97P/S28K
21829C	25X188x	2A826P/S79K	2E98C
2187B	2A04B	2A826Y	2E98C/RW
2187C	2A04C	2A829B	2E98P/S28K
2188C	2A12B	2A829C	2E98P/S2K
2188P/S55K	2A12C	2A829K	3104B
2188P/S86M	2A25B	2A829P/S39K	3104C
2188W	2A25BP/S93K	2A829P/S39W	3112B
2190C	2A25BP/S94K	2A829P/S3K	3112C
24S56W	2A25BP/S95K	2A829P/S47GY	3125B
24S65W	2A25C	2A829P/S48GY	3125C
24S72W	2A25G	2A829P/S80K	3125W

### SG PolyMask Product Grades

3126B	3187B	4130C/ZC21-M	5104C
3126B/ZC17	3187C	4130C/ZC-23/CTPF	5112C
3126C	3187W	4130C/ZC24	5112P/S22K
3126W	3188B	4130ZC/21	5125C
25A10C	3188C	4167C	5126B
25A12B	3188P/S13K	4179B	5126C
25A12C	3188W	4179C	51804C
25A25B	3195C/EZ	4179W	51825B
25A25C	3195C/EZ/RW	41825B	51825C
25A26B	3195P/EZ/S1K	41825C	51825P/S22K
25A26C	3195P/S1K/EZ	41825P/S134K	51826B
2A26B	3195P/S28K/EZ	41826B	51826C
2A26B/S83K	3196C	41826C	5187B
2A26C	3196P/S1K	41826P/S55K	5187C
2A26P/S132K	31U23C/UV	4187C	5188C
2A26P/S3K	31U26C/UV	4187P/S141	5188P/S133W
2A26P/S98K	31U26P/UVS136Y	4187W	5193C/EZ
2A26Y	31U72C	4188C	5A29C
2A87W	31U72P/S122W	4193C/EZ	5A829C
2A87Y	31U73P/S122W	4193CEZ	64S58W
2A88B	31U82P/S122W	4193P/S12K/EZ	6H34
2A88C	35A89C	4195C/EZ	6H37S
2A88C6	35A90C	4195P/S1K/EZ	6L76X
2A88K	36R88C	4196C	8179C
2A88P/S3K	3W25X	4196P/S101K	PT2E97CP
3130C	3W25X,	4196P/S126K	PT2UV26B
3130C/ZC10	3W25X/S89K	4196P/S1K	PT3112C
3130C/ZC20	3W26X	44S56W	PT31825C
3130C/ZC23	3W29X	4F30	15CV04B
3130C/ZC25	3W55X	4F79	15CV05C
3173C	3W87P/S138B	4F79C	15CV26C
3179B	3W87P/S92G	4F88FR	25H25C
3179C	3W87X	4F94	25M25X
3179P/S2K	3W88P/S92G	4F94C	25X125
3179W	4112C	4H81CPK	25X129
31804B	4125B	4H81WPB	25X130P/S69B
31804C	4125C	4H81WPK	25X187
31825B	4126C	4H85C	25X188
31825C	4130C	4H85C/S112K	2A88B6
31825W	4130C/ZC-10/CTPF-1	4H85C/S64K	2E98P/S28K
31826B	4130C/ZC-10/CTPF-2	4H85CPB	36R87C
31826C	4130C/ZC20	4H85CPK	4N61W
31826CR	4130C/ZC20-M	4H85WPB	5196P/S1K
31829C	4130C/ZC21	4H85WPK	



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January 3, 2017

To: Loyal PolyMask Customers

Fr: Thor Petersen, VP of Sales, SG PolyMask

Re: Pricing Statement

We're pleased to announce that existing list and contract pricing on PolyMask Temporary Protective Films will remain at current levels for the near future. Please reference your existing PolyMask price pages or contact SG PolyMask Customer Service for additional information. In addition, do not hesitate to contact SG PolyMask customer service to place any orders for your quoted SG PolyMask protective film product(s). Please contact them directly at 630.236.8250 or [sgpolymaskinfo@pregis.com](mailto:sgpolymaskinfo@pregis.com).

We greatly appreciate your business and look forward to servicing you in the future.

Thor Petersen  
VP of Sales – SG PolyMask