

June 2025

**Subject: Updated Banking Information, W-9, and Contact Details**

Dear Customer,

We hope this message finds you well.

We are reaching out to share important updates regarding our payment and contact information. Please review the following details and update your records accordingly:

**1. New Banking Information**

We have recently updated our banking details. Please use the following information for all future payments:

**New ACH Information:**

Bank Name:	Bank of America
Routing Number:	081904808
Account Number:	291013840998
Account Name:	GL Group, LLC
Account Address:	8950 Pershall Road Hazelwood, MO 63042

\*Please send remittances to [acctsrec@booksource.com](mailto:acctsrec@booksource.com)

**New Lockbox Mailing Address (for checks):**

Chicago Lockbox  
GL Group, LLC  
P.O. Box 7411499  
Chicago, IL 60674-1499

If you have any questions regarding your invoices or payment, please contact Accounts Receivable at [acctsrec@booksource.com](mailto:acctsrec@booksource.com)



**2. Updated W-9 Form**

Enclosed/attached is our **updated Form W-9**, reflecting our current tax and address information. Please replace any previously held forms with this version.

**3. Updated Contact Information**

For any billing, payment, or general inquiries, please contact:

**Home/Sales Office/Warehouse:**

Booksource  
8950 Pershall Road  
Hazelwood, MO 63042  
Phone: (314) 647-0600 Fax: (314) 647-2845

**Please submit Paper PO's to:**

Booksource  
8950 Pershall Road  
Hazelwood, MO 63042

**Please submit Electronic PO's to:**

[service@booksource.com](mailto:service@booksource.com)

If you have questions regarding your order, please contact Customer Care at [service@booksource.com](mailto:service@booksource.com)

We kindly ask that you update your systems with this information to ensure there are no disruptions in payment processing or communication.

Should you have any questions or need further assistance, please don't hesitate to reach out. We appreciate your attention to these changes and your continued partnership.

Best regards,



Anna Plewacki  
Chief Financial Officer  
GL group LLC, DBA booksource



**Request for Taxpayer  
Identification Number and Certification**

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

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Mackin Book Company</b>	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>GL Group LLC, DBA Booksource</b>	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>3505 County Road 42 West</b>		Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Burnsville, MN 55306</b>		
<b>7</b> 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. See also *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>									
4	1	-	1	6	5	8	4	2	6

**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 for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person</b> 	<b>Date</b> <u>5/15/2025</u>
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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).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

June 2025

**Re: Clarification on EIN Use for Tax and Administrative Purposes**

Dear Customer,

I am writing to provide clarification regarding the Employer Identification Number (EIN) listed on the enclosed Form W-9 and to address any potential questions about its use.

As you may know, Mackin Book Company recently acquired the membership interests of GL group LLC, DBA booksource, including its existing contracts. As a result of this transaction, GL group LLC is now classified as a disregarded entity for federal income tax purposes. Please note that while the enclosed Form W-9 lists the EIN for Mackin Book Company, it is only relevant for income tax reporting purposes.

We understand that the use of two different EINs may cause some initial confusion. However, please be assured that GL Group LLC's EIN 43-1018725 remains active for all other purposes, including state and local business registrations.

If you have any questions or require further clarification, please do not hesitate to reach out. We appreciate your continued business and look forward to our ongoing relationship.

Best regards,



Anna Plewacki  
Chief Financial Officer  
GL group LLC, DBA booksource

