

Vendor & Ordering

MARENEM, Inc.
c/o Secret Stories® Products



Contact & Remit INFO:

Marenem, Inc. c/o Secret Stories®
P. O. Box 2186 ~ Skyland, NC 28776

support@thesecretstories.com

**PLEASE DO NOT SEND
PURCHASE ORDERS WITHOUT
THE REQUIRED 10% SHIPPING.**

Documents Included:

- Ordering Information (this page)
- W9 - TIN: 02-0572745
- Sole Source Affidavit
- Catalog
- Order Form

Ordering Options/ Info/ Requirements:

Credit Card purchase – order anytime - www.TheSecretStories.com

- Highly recommended for Smaller Orders.
- Our goal is to ship within 5 business days of receiving the order.
- Shipping and Handling will be an additional 11% of total product ordering.
- Sales Tax will be applied for **North Carolina** customers **ONLY**.
- An email with **tracking information** is sent the day we ship the order.

Purchase Orders – we accept POs from US districts/schools.

- POs **must** include the following information: Products listed w Quantity, Shipping & Handling cost, District Name, Billing Address, Delivery Location w/ USPS mailing address, Phone #, and Accounts Payable e-mail.
 - **Shipping and Handling** is **10%** of total product and **must** be on the PO.
 - **Sales Tax** applied/charged to **North Carolina** orders **ONLY**.
 - *Prices for products can be found on the order form included and our website.
- POs **must** be addressed to Marenem (list us as Marenem c/o Secret Stories® in purchasing system so easily searched)
- Please **e-mail purchase order** as a PDF file to support@theSecretStories.com for the betterment of communications and to receive tracking information.
- Payment **must** be addressed to Marenem
 - **Invoice** is mailed within 5 business days of shipment.
 - We accept **Check only as payment for purchase orders**. Payable to **Marenem, Inc.**

Quote Request – if required for a Purchase Order, please email us with the following: District Name, Billing address, Delivery Location, USPS Shipping address, products w/ quantities.

We look forward to working with you!

For International Shipping

Email us for the cost of Shipping & Handling.

MarenemOrderingInstructions.07/2024

Request for Taxpayer Identification Number and Certification

Go to 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.	<p>1 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.)</p> <p>MARENEM, INC.</p>	
		<p>2 Business name/disregarded entity name, if different from above.</p>	
		<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <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) _____ Note: 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) _____ </p>	<p>4 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
		<p>3b 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"/></p>	
		<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>PO Box 2186</p>	<p>Requester's name and address (optional)</p>
		<p>6 City, state, and ZIP code</p> <p>Skyland NC 28776</p>	
		<p>7 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.

Social security number									
or									
Employer identification number									
0	2	-	0	5	7	2	7	4	5

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.

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.

Sign Here	Signature of U.S. person	Date 01.01.2025
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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.

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



MARENEM, INC.
PO Box 2186
Skyland, NC 28776
828.654.0444
Support@TheSecretStories.com

Sole Source Affidavit – Secret Stories® Products and Services



To Whom It May Concern:

This letter is to confirm that the Secret Stories® products/services is a sole source product, manufactured, sold and distributed exclusively by Marenem, Inc. Marenem is the sole publisher, copyright holder and trademark holder of all Secret Stories® products and trainings, as well as all contracted speaking with the program's author, Katie Garner.

No other company makes a similar or competing product or is authorized to publish, sell or provide these products or services. The Secret Stories® products and services must be purchased directly from Marenem at the address listed above. There are no agents or dealers authorized to represent the Secret Stories® products and/or services.

Additionally, there is no other like item(s), product(s) or service(s) available for purchase that would serve the same purpose or function as the Secret Stories® products, and there is only one price for the Secret Stories® products/services, because of exclusive distribution and marketing rights.

If you desire additional information, don't hesitate to contact me.

Thank you for your interest in the Secret Stories®.

Richard Garner

Richard Garner, President
Marenem Inc.

