

Sub Partner ID:

Pro Gallery Enrollment Form – Direct Deposit and W-9 Information

With direct deposit, your Gallery commission will be paid within 20 days from the end of the month in any amounts owed to you. This will also enable us to serve you better. Please sign up today by completing the information below and returning the form to us via fax at **1 650 610 3508**

Pro Gallery Partner Email Address: _____

Email address associated with your ProGallery account

Bank Account Information New Enrollment Change

Please complete the information below for the account you would like to directly deposit your payments to (see instruction below) :

Bank Name/City/State: _____

Routing/Transit#
(usually 9 digits) _____

Account Number: _____

Checking

Savings

SSN#/Taxpayer ID #: _____

Authorization

Important! Please read and sign this section before submitting form

I hereby authorize Shutterfly to deposit any amounts owed me by initiating credit entries to my accounts at the financial institution (hereinafter "Bank") listed on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Shutterfly to my account. In the event that Shutterfly deposits funds erroneously into my account, I authorize Shutterfly to debit my account for an amount not to exceed the original amount of the erroneous credit. I hereby agree that I am responsible for the accuracy of the information provided. I will be responsible for funds not received resulted from the information provided inaccurately or not updated by me in a timely manner.

This authorization is to remain in full force and effect until Shutterfly and Bank have received written notice from me of its termination in such time and in such manner as to afford Shutterfly and Bank reasonable opportunity to act on it.

Account Holder Signature: _____

Print Name: _____

To Obtain Information on Your Bank Account

For direct deposit to a Checking Account, also fax a voided check if you want us to verify your deposit information — **not a deposit slip**. If depositing to a Savings Account, ask your bank to give you the Routing/Transit number for your account. It isn't always the same number found on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check detailing where the information necessary to complete this form can be found.

The sample check is from John Q Public, Jane Q Public, 111 Main Street, Anytown, USA 12345. The bank is MAIN STREET BANK, 225 Main Street, Anytown, USA 09876. The check number is 0101. Callouts indicate: Account Number (may be behind or in front of check number), Routing/Transit # (A 9-digit number always between these two marks), and Check # (not needed for sign up).

W-9 Information/Backup Withholding Exemption Certification

Tax Payer Name: _____

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other ▶ _____

SSN#/Taxpayer ID #
(as appears on Tax return): _____

Date: _____

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 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 failure to report all interest of dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S person (including a U.S resident alien).

Certification Instructions: If you have been notified by the IRS that you are currently subject to backup withholding, you may not file an exemption above. Please visit www.irs.gov if you have any questions.

Signature of U.S person: _____

Date: _____