



## Accounting Welcome Packet

Thank you for choosing Innovative Driven as your trusted partner throughout the information lifecycle!

To facilitate a seamless onboarding experience, we've provided answers to commonly asked accounting questions and accounting forms below.

Our invoices are sent via email by our accounting system. To ensure your receipt, please ask your IT department to whitelist our AR email address and domain [accounts.receivable@innovatedriven.com](mailto:accounts.receivable@innovatedriven.com)

All statement requests and remittance advices should be directed to [collections@innovatedriven.com](mailto:collections@innovatedriven.com)

If you have any questions or need assistance, our accounting team is here to help! We can be reached by email at [accounts.receivable@innovatedriven.com](mailto:accounts.receivable@innovatedriven.com) or by phone at 703-875-8003. Our business hours are 9am to 6pm Eastern, Monday through Friday.

Innovative Driven - Company Information	
<b>Legal Name:</b>	Innovative Discovery, LLC.
<b>D/B/A Name:</b>	Innovative Driven
<b>Type of Business:</b>	Limited Liability Company (LLC)
<b>LLC Classification:</b>	P - Partnership
<b>EIN/VAT/Tax ID:</b>	82-1628805
<b>Business Size:</b>	Large Business
<b>Business Exemptions:</b>	Non-Exempt
<b>Dun &amp; Bradstreet (DUNS) Number:</b>	608378944
<b>UEI Number:</b>	Q92GAXVTQXN1
<b>Primary NAICS Code:</b>	518210
<b>CAGE Code:</b>	50SD5
<b>Certifications and Compliance:</b>	ISO 27001: Risk Management ISO 27701: Privacy ISO 27017: Cloud ISO 9001: Quality Management SOC 2 Type 2: Focuses on non-financial reporting controls as they relate to the security, availability, processing integrity, confidentiality, and privacy of a system. FedRAMP Authorized StateRAMP Authorized Compliant with many other industry regulations and certifications, like: PCI/DSS, HIPPA, etc.

<b>Address 1:</b>	PO Box 780154
<b>Address 2:</b>	
<b>City, State, Postal Code:</b>	Philadelphia, PA 19178-0154
<b>Country:</b>	USA
<b>Telephone No:</b>	+1 703-875-8003
<b>Web Address:</b>	<a href="http://www.innovatedriven.com">www.innovatedriven.com</a>

<b>Vendor Type:</b>	Technology & Legal Service Provider
<b>Headquarters Location:</b>	Virginia, USA
<b>Types of Services Provided:</b>	We provide creative solutions and consultative services to law firms, corporations and government agencies. Our services include eDiscovery, Information Governance, Data Management, Digital Forensics, Software Solutions, Consultation and Talent Acquisition.
<b>Licensure:</b>	We are licensed to conduct business in all 50 states, US territories and internationally

## Innovative Driven - Payment information

<b>EFT - ACH/Wire (Preferred)</b>	
<b>Bank Name:</b>	Wells Fargo, N.A.
<b>Beneficiary Account Name:</b>	Innovative Discovery, LLC.
<b>Account Number:</b>	4888240363
<b>ABA Routing Number:</b>	121000248
<b>SWIFT ID:</b>	WFBIUS6S
<b>Invoice Currency:</b>	US Dollars (USD)
<b>Branch Address:</b>	420 Montgomery
<b>City, State, Postal Code:</b>	San Francisco, CA 94104
<b>Remittance Advice Email:</b>	<a href="mailto:collections@innovatedriven.com">collections@innovatedriven.com</a>

<b>Standard Check Payments</b>	
<b>Mailing Address:</b>	Innovative Discovery, LLC. PO Box 780154
<b>City, State, Postal Code:</b>	Philadelphia, PA 19178-0154
<b>Remittance Advice Email:</b>	<a href="mailto:collections@innovatedriven.com">collections@innovatedriven.com</a>

Overnight Check Payments	
<b>Mailing Address:</b>	Lockbox Services 780154 Innovative Discovery, LLC. 2005 Market Street, 5th Floor
<b>City, State, Postal Code:</b>	Philadelphia, PA 19103-7042
<b>Remittance Advice Email:</b>	<a href="mailto:collections@innovatedriven.com">collections@innovatedriven.com</a>

Credit Card Payments
We accept Visa, Mastercard, Discover and American Express. Credit card payments can only be processed through our self-service portal and the payment link can be found at the bottom of your invoice.
All credit card payments are subject to a processing fee.

Innovative Driven is registered with a range of eBilling solutions to provide seamless invoice delivery. If your ePortal is not listed below, please reach out to our AR team [accounts.receiveable@innovatedriven.com](mailto:accounts.receiveable@innovatedriven.com) and we will be happy to get our company registered.

Innovative Driven - Registered ePortals	
ePortal Name:	Primary Email Address for Onboarding:
Ariba	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>
Ascent	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>
Bill.com	<a href="mailto:accounts.receiveable@id-edd.com">accounts.receiveable@id-edd.com</a>
Billing Point	<a href="mailto:accounts.receiveable@id-edd.com">accounts.receiveable@id-edd.com</a>
Brightflag	<a href="mailto:accounts.receiveable@id-edd.com">accounts.receiveable@id-edd.com</a>
Collaborati	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>
Corporation Service Company CSC	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>
Corridor	<a href="mailto:bryce.young@innovatedriven.com">bryce.young@innovatedriven.com</a>
CounselGO	<a href="mailto:candice.boykin@innovatedriven.com">candice.boykin@innovatedriven.com</a>
CounselLink	<a href="mailto:matt.byrne@innovatedriven.com">matt.byrne@innovatedriven.com</a>
Coupa	<a href="mailto:accounts.receiveable@id-edd.com">accounts.receiveable@id-edd.com</a>
Delphi	<a href="mailto:candice.boykin@innovatedriven.com">candice.boykin@innovatedriven.com</a>
Euro Timetrix	<a href="mailto:vicky.lang@driven-inc.com">vicky.lang@driven-inc.com</a>
Gallagher Bassett	<a href="mailto:accounting@driven-inc.com">accounting@driven-inc.com</a>
GEP Smart	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>
IPP	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>
Jaggaer	<a href="mailto:accounts.receiveable@id-edd.com">accounts.receiveable@id-edd.com</a>
KBR Supplier eportal	<a href="mailto:matthew.mccann@innovatedriven.com">matthew.mccann@innovatedriven.com</a>
Lawtrac	<a href="mailto:accounts.receiveable@innovatedriven.com">accounts.receiveable@innovatedriven.com</a>

Legal & Labor Incoixe Portal	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>
Legal Tracker	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>
One Paper Lane	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>
Open Invoice	<a href="mailto:vicky.lang@innovatedriven.com">vicky.lang@innovatedriven.com</a>
Oracle Fusion	<a href="mailto:kimberly.sawalha@id-edd.com">kimberly.sawalha@id-edd.com</a>
SLICS	<a href="mailto:alissa.nelson@innovatedriven.com">alissa.nelson@innovatedriven.com</a>
Supplier Solutions	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>
Taulia	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>
Tungsten	<a href="mailto:accounts.receivable@id-edd.com">accounts.receivable@id-edd.com</a>
TyMetrix360	<a href="mailto:accounts.receivable@id-edd.com">accounts.receivable@id-edd.com</a>
VendorCafe	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>
Wand	<a href="mailto:alissa.nelson@innovatedriven.com">alissa.nelson@innovatedriven.com</a>
Wolter Kluwer-Collaboration Portal	<a href="mailto:accounts.receivable@innovatedriven.com">accounts.receivable@innovatedriven.com</a>

## Innovative Driven - Documents

- W-9 Form (Page 5)
- Voided Check Copy (Page 6)
- Bank Letter (Page 7)

# 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.

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.)  Innovative Discovery LLC		2 Business name/disregarded entity name, if different from above.  Innovative Driven	
3a 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 type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . P <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) . . . . .		4 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) . . . . .  <i>(Applies to accounts maintained outside the United States.)</i>	
5 Address (number, street, and apt. or suite no.). See instructions. PO Box 780154		Requester's name and address (optional)	
6 City, state, and ZIP code Philadelphia, PA 19178-0154			
7 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.

Social security number									
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>		
or									
Employer identification number									
8	2	-	1	6	2	8	8	0	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.

Sign Here	Signature of U.S. person		Date	01/03/2025
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**INNOVATIVE DISCOVERY, LLC**  
1700 N MOORE STREET, SUITE 1500  
ARLINGTON, VA 22209  
703-875-8003

WELLS FARGO BANK, N.A. 11-24/1210  
420 Montgomery  
San Francisco, CA

010502

PAY TO THE  
ORDER OF

\$

DOLLARS

MEMO

AUTHORIZED SIGNATURE

MP

10 0 10 50 2 11 1 2 1000 24 81 4888 240 36 3 11

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE \*

VOID

 The security features listed below, as well as those not listed, exceed industry guidelines.

Security Features:

Microprint Line

Security Screen

Results of document iteration:

\* Small type in line appears as dotted line when photocopied

\* Absence of "Original Document" verbiage on back of check

\*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC



Commercial Banking  
MAC R3076-062  
1753 Pinnacle Drive, 5th Floor  
McLean, VA 22102

May 29, 2024

To Whom It May Concern:

This letter serves as confirmation that the following account is open at Wells Fargo Bank, N.A. The account information is as follows:

<b>Account Name:</b>	INNOVATIVE DISCOVERY LLC
<b>Account Address:</b>	1500 Wilson Blvd, Suite 1500 Arlington, VA 22209
<b>Account Number:</b>	4888240363
<b>Routing Number:</b>	121000248 <b>*for checks, ACHs and Domestic wires</b>
<b>SWIFT:</b>	WFBIUS6S <b>*for International wires</b>
<b>Bank Address:</b>	420 Montgomery San Francisco, CA 94104

If you should have any questions, please feel free to contact me at (571) 341-2950.

Sincerely,

*Breanna Martinez*

Breanna Martinez  
Relationship Associate

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