



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@innovativedriven.com

All statement requests and remittance advices should be directed to collections@innovativedriven.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@innovativedriven.com or by phone at 703-875-8003. Our business hours are 9am to 6pm Eastern, Monday through Friday.

Innovative Driven - Company Information

Legal Name:	Innovative Discovery, LLC.
D/B/A Name:	Innovative Driven
Type of Business:	Limited Liability Company (LLC)
LLC Classification:	P - Partnership
EIN/VAT/Tax ID:	82-1628805
Business Size:	Large Business
Business Exemptions:	Non-Exempt
Dun & Bradstreet (DUNS) Number:	608378944
UEI Number:	Q92GAXVTQXN1
Primary NAICS Code:	518210
Certifications and Compliance:	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.

Address 1:	1700 North Moore Street
Address 2:	Suite 1500
City, State, Postal Code:	Arlington, Virginia 22209
Country:	USA
Telephone No:	+1 703-875-8003
Web Address:	www.innovativedriven.com

Vendor Type:	Technology & Legal Service Provider
Headquarters Location:	Virginia, USA
Types of Services Provided:	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.
Licensure:	We are licensed to conduct business in all 50 states, US territories and internationally

Innovative Driven - Payment information

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

Standard Check Payments	
Mailing Address:	Innovative Discovery, LLC. PO Box 780154
City, State, Postal Code:	Philadelphia, PA 19178-0154
Remittance Advice Email:	collections@innovativedriven.com

Overnight Check Payments

Mailing Address:	Lockbox Services 780154 Innovative Discovery, LLC. MAC Y1372-045 401 Market Street
City, State, Postal Code:	Philadelphia, PA 19106
Remittance Advice Email:	collections@innovativedriven.com

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.receivable@innovativedriven.com and we will be happy to get our company registered.

Innovative Driven - Registered ePortals

ePortal Name:	Primary Email Address for Onboarding:
Ariba	accounts.receivable@innovativedriven.com
Ascent	accounts.receivable@innovativedriven.com
Bill.com	accounts.receivable@id-edd.com
Billing Point	accounts.receivable@id-edd.com
Brightflag	accounts.receivable@id-edd.com
Collaborati	accounts.receivable@innovativedriven.com
Corporation Service Company CSC	accounts.receivable@innovativedriven.com
Corridor	bryce.young@innovativedriven.com
CounselGO	candice.boykin@innovativedriven.com
CounselLink	matt.byrne@innovativedriven.com
Coupa	accounts.receivable@id-edd.com
Delphi	candice.boykin@innovativedriven.com
Euro Timetrix	vicky.lang@driven-inc.com
Gallagher Bassett	accounting@driven-inc.com
GEP Smart	accounts.receivable@innovativedriven.com
IPP	accounts.receivable@innovativedriven.com
Jaggaer	accounts.receivable@id-edd.com
KBR Supplier eportal	matthew.mccann@innovativedriven.com

Lawtrac	accounts.receivable@innovatedriven.com
Legal & Labor Incoixe Portal	accounts.receivable@innovatedriven.com
Legal Tracker	accounts.receivable@innovatedriven.com
One Paper Lane	accounts.receivable@innovatedriven.com
Open Invoice	vicky.lang@innovatedriven.com
Oracle Fusion	kimberly.sawalha@id-edd.com
SLICS	alissa.nelson@innovatedriven.com
Supplier Solutions	accounts.receivable@innovatedriven.com
Taulia	accounts.receivable@innovatedriven.com
Tungsten	accounts.receivable@id-edd.com
TyMetrix360	accounts.receivable@id-edd.com
VendorCafe	accounts.receivable@innovatedriven.com
Wand	alissa.nelson@innovatedriven.com
Wolter Kluwer-Collaboration Portal	accounts.receivable@innovatedriven.com

Innovative Driven - Documents

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

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Innovative Discovery LLC		
	2 Business name/disregarded entity name, if different from above Innovative Driven		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>		
	<input type="checkbox"/> Other (see Instructions) ▶		
	5 Address (number, street, and apt. or suite no.) See instructions. 1700 N Moore Street, Suite 1500		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>
6 City, state, and ZIP code Arlington, VA 22209		Requester's name and address (optional)	
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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
8	2	-	1	6	2	8	8	0	5

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.

Sign Here	Signature of U.S. person ▶		Date ▶	January 5, 2024
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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.

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, later.



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

\$

VOID

DOLLARS

MEMO

AUTHORIZED SIGNATURE

MP

⑈0 10 50 2⑈ ⑆ 1 2 1000 248⑆ 4888 240 36 3⑈

ENDORSE HERE

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

VOID

ORIGINAL
DOCUMENT

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

Security Features:
Microprint Line
Security Screen

Results of document attention:
• 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



Saad Ahmed
Business Relationship Support
Specialist

Middle Market Banking
MAC 3076-062
1753 Pinnacle Drive
McLean, VA 22102
Work: 571-341-2904

April 8, 2022

Attn: Alissa Nelson
Innovative Discovery, LLC
1700 N MOORE ST STE 1500
Arlington, VA 22209

To Whom It May Concern:

Please accept this letter as verification of account information required by your vendor. This information can be used in lieu of a voided check.

Account Name: Innovative Discovery, LLC
Account Number: 4888240363
Wire Routing Number: 121000248
ACH Routing Number: 121000248
Bank Name: Wells Fargo Bank, N.A.
Bank Address: 420 Montgomery Street
San Francisco, CA 94104

Sincerely,

Saad Ahmed
Business Relationship Support Specialist
Middle Market Banking

