



## ASSIGNMENT NOTICE AND UPDATE ON THOMSON REUTERS CONTRACTING AND BILLING PROCESS

### WHAT THIS MEANS FOR YOU

In accordance with the agreement(s) between your company and Thomson Reuters (Tax & Accounting) Inc. (TRTA), please let this letter serve as TRTA's notice to you that as of January 1, 2022, TRTA is assigning certain agreement(s) and certain TRTA rights and obligations therein to its affiliate Thomson Reuters Enterprise Centre GmbH ("TREC"), such that as of that date, your agreement(s) will be with TREC to the extent that products and services will be provided by TREC, and with TRTA to the extent that products and services will be provided by TRTA. To determine whether your agreement is being assigned in whole or in part, please see <http://tr.com/assignmentnotificationinfo>.

This update will not change how you access or use the products and services you receive from Thomson Reuters; where or how your data is stored, used and protected; the way in which you obtain support or in most cases, the Thomson Reuters contacts with whom you work on a day-to-day basis.

In relation to contracts assigned to or entered into with TREC, please note that TRTA or another Thomson Reuters affiliate may act as an agent on behalf of TREC with respect to billing and collection as will be indicated on your invoice. This does not impact the method you use to pay for your products and services.

TREC is a Swiss tax resident entity. Accordingly, please find the link to TREC's current IRS Form W-8BEN-E here: <http://tr.com/assignmentnotificationinfo>. We expect that payments to TREC will not give rise to US federal income tax withholding. Note that this information is not intended to be tax advice and you should consult your tax advisor for further guidance on how this change may affect you, including as to potential US federal income tax information reporting requirements for your payments.

**Tax Exempt Status:** If you are a tax-exempt organization, please submit your tax exemption certificate(s) along with a copy of this letter to [ussales.taxsupport@tr.com](mailto:ussales.taxsupport@tr.com). Upon receipt, our records will be updated, and you will no longer be charged U.S. sales tax on invoices going forward. The tax exemption certificate(s) must be fully completed, dated and the name of seller/vendor should be entered as Thomson Reuters Enterprise Centre GmbH. If your organization is exempt by state statute, please send us the completed exemption certificate or letter issued by the state or city (if applicable) or a letter explaining why your organization's purchases are exempt from sales tax.

**Non-US businesses:** If you are a business receiving our service outside the U.S.A., please provide your VAT/GST/Sales Tax identification number from the country where you receive the service. This will prevent us charging indirect tax in cases where it should not apply. If we do not get an identification number from you, we will assume you are not a business and charge tax accordingly. If you are a business but do not have a tax ID, please contact us on: [globalTX.support@thomsonreuters.com](mailto:globalTX.support@thomsonreuters.com)

### QUESTIONS

If you have any questions regarding this transition, please contact your current sales representative or account manager.

Thank you in advance for updating the new remittance details in your systems. We appreciate your continued support and partnership and thank you for your business.

\*\*\* DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS \*\*\*  
\*\*\* YOUR EMAIL WILL NOT BE DELIVERED OR READ \*\*\*