



Dec. 15, 2022

Dear Valued Supplier,

To simplify our operations, including contractual relationships with our valued suppliers, US LBM is streamlining our legal entity structure to reduce the number of legal entities within the company effective **Jan. 1, 2023**. Please note that not all US LBM legal entities you do business with today will be impacted by this rationalization.

With this pending update to our legal entity structure, please note that:

- There are no changes to existing contracts or terms. All terms and conditions of your existing contracts will be assumed by US LBM Holdings, LLC and subsidiaries.
- Invoices will continue to be paid in accordance with established terms.
- You will continue to receive purchase orders and correspondence from US LBM and our operating divisions and locations, a list of which can be found at uslbm.com/portfolio/our-locations/.
- There are no changes to delivery addresses.
- There are no changes your contact person.
- Please continue to send all invoices to the same address you do today.
- All transactions made in 2022 are unaffected by this change.

Included with this communication is:

- An updated W-9 with the tax ID number for the US LBM legal entity that has assumed the contract with your business effective Jan. 1, 2023.
- An FAQ to address questions you might have regarding this change.
- An updated credit application for US LBM Holdings, LLC and subsidiaries, including a list of our operating divisions, effective Jan. 1, 2023.
- A temporary tax exemption certificate; final certificates will be emailed in February. Please send an email to LegalEntityFAQ@uslbm.com with the email address this form can be electronically sent to.

We are sharing this with you now, so you can prepare for the upcoming changes, inform appropriate individuals within your organization, and can begin any required system adjustments. If you have any questions, please contact your supply partner, email LegalEntityFAQ@uslbm.com, call 1 800-704-7495 or visit uslbm.com/LER.

We appreciate your support and thank you for your continued partnership.