



STAPLES REMIT-TO ADDRESS CHANGE
EFFECTIVE IMMEDIATELY

Dear Valued Customer,

At Staples, we continuously review our processes to improve our customer's experience. We are redesigning our payment flow which will enable us to serve you better.

What's changing and what do I need to do?

- **Your remit to address has changed and is updated on all invoices issued after April 29, 2018**
- **Please update your systems with the new address and send all payments to the new address effective immediately**

In the meantime, we will work to process the payments sent to the old address as usual.

Have questions or need help with a new W9?

Visit us at:

www.staplesadvantage.com/accountsreceivable

or send an email to ARQuestions@Staples.com

We sincerely appreciate your business,

Staples Business Advantage

FAQ's: Staples Lockbox Change from BofA to Wells Fargo

- **What is changing?** Staples is switching our lockbox banking provider from Bank of America to Wells Fargo

- **When is the change effective?** April 29, 2018

- **When are the communications being sent to the customers?** Letters were mailed out to all customers who pay via check on Monday April 16, 2018. All customers will also receive a reminder document alerting them to an address changes beginning with the invoices sent on April 29, 2018.

- **What changes do our customers need to make?** All customers need to update the remit to addresses on all check payments. Please see below table for old Remit To Address vs New Remit To Address. **Customers may use ANY new lockbox address to remit payment**

Current CTG Invoicing Lockbox information	New Lockbox Address Information
Staples Business Advantage Dept ATL P.O. Box 405386 Atlanta GA 30384	Staples Business Advantage, PO Box 105748, Atlanta, GA 30348 – 5748
Staples Business Advantage Dept CH P.O. Box 83689 Chicago IL 60696	Staples Business Advantage, PO Box 660409, Dallas, TX 75266 -0409
Staples Business Advantage Dept DAL P.O. Box 83689 Chicago IL 60696	Staples Business Advantage, PO Box 660409, Dallas, TX 75266 -0409
Staples Business Advantage Dept DET P.O. Box 83689 Chicago IL 60696	Staples Business Advantage, PO Box 660409, Dallas, TX 75266 -0409
Staples Business Advantage Dept LA P.O. Box 83689 Chicago IL 60696	Staples Business Advantage, PO Box 660409, Dallas, TX 75266 -0409
Staples Business Advantage Dept BOS P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242
Staples Business Advantage Dept DC P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242
Staples National Advantage Dept SNA P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242
Staples Business Advantage Dept PH P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242
Staples Business Advantage Dept ROC P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242
Staples Business Advantage Dept HOU P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242
Staples Business Advantage Dept NYC P.O. Box 415256 Boston MA 02241	Staples Business Advantage, PO Box 70242, Philadelphia, PA 19176 – 0242

- **Where can I send electronic payments if I choose to change from check to ACH?** If you would like to take this opportunity to switch to electronic payment us the ACH instructions provided below:

Remittance Account:

Routing Transit Number (ACH):	121000248	(Wells Fargo)
Account Number:	4654634682	
Account Name:	Staples Contract & Commercial	
Electronic Remittance Method:	Staples supports the following formats: CTX, CCD, CCD+formats for B2B transactions	
Email remittance to:	ARREMITTANCE@staples.com	

- **Who should I contact if I have further questions?** Please reach out to ARQuestions@staples.com



David E. Humes
AVP/Relationship Associate

U.S. Corporate Banking
MAC P6101-076
1300 SW Fifth Ave, Fl 7
Portland, OR 97201
Tel: (503) 886-3750
humesdae@wellsfargo.com

November 21st, 2017

Staples Inc
500 Staples Dr
Framingham, MA 01702-4478

Re: Certification of Wells Fargo Account

To Whom it May Concern:

I would like to confirm the following address for the Staples Business Advantage Lockbox with our Financial Institution. The details are as follows:

Account Name: Staples Business Advantage

Lockbox Address: PO Box 105748 Atlanta, GA 30348-5748

Should you have any questions or concerns regarding this account, please contact me directly at (503) 886-3750.

Sincerely,

David Humes





David E. Humes
AVP/Relationship Associate

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Re: Certification of Wells Fargo Account

To Whom it May Concern:

I would like to confirm the following address for the Staples Business Advantage Lockbox with our Financial Institution. The details are as follows:

Account Name: Staples Business Advantage

Lockbox Address: PO Box 660409 Dallas, TX 75266-0409

Should you have any questions or concerns regarding this account, please contact me directly at (503) 886-3750.

Sincerely,

David Humes





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Re: Certification of Wells Fargo Account

To Whom it May Concern:

I would like to confirm the following address for the Staples Business Advantage Lockbox with our Financial Institution. The details are as follows:

Account Name: Staples Business Advantage

Lockbox Address: PO Box 70242 Philadelphia, PA 19176-0242

Should you have any questions or concerns regarding this account, please contact me directly at (503) 886-3750.

Sincerely,

David Humes

