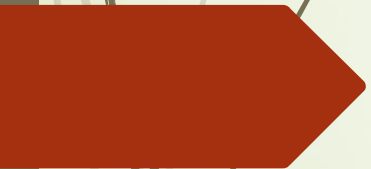


Accounting

Orientation.



ACCOUNTING ORIENTATION

_____ **COMPENSATION** - All GTS Contractor Drivers are required to have a business name with a Federal Employer Identification Number FEIN. GTS can assist with obtaining your business and FEIN. Pay period **Monday to Sunday** by delivery date. Company collecting Escrow deposit \$2500-\$5000 (depends of OOP/Comp,Dr.) every week \$250-\$500. If driver has "OFF" full week, no paycheck till start to work. If driver lost POD's or any expenses receipts company cannot pay for it.

Friday's till 12p.m. every driver should approve a settlement before the final transaction. Login in to the Driver portal to review and Approve your settlement report. <http://dp01.ditat.net/> ACH payment will be posted on your accounts Monday morning. You need to provide company, your business direct deposit form from the bank, or check of the business account.

All info must be emailed to: accounting@gtscarrier.com

If you will have any questions about settlements you always can call to accounting, PH# 1-847-754-4667

JULIE -EXT# 501- DIRECT LINE # 708-794-4613 julie@gtscarrier.com

RIITA -EXT# 502- DIRECT LINE # 708-722-5116 rita@gtscarrier.com

_____ **POD'S** - After unloading please, check bill of ladings. There must be: signature, date, all additional stops must have extra POD or signature. If there any damages, shortage, driver needs to report to dispatch. If it's not your fault ask receiver to sign on POD "**seal intact**", "**No driver fault**", etc. Every lumper fee must be reported to your dispatch, doesn't matter it was paid by cash or EFS check. If you paid for lumper by cash ant didn't report to your dispatch, company cannot reimburse it.

After delivery bill of ladings, lumper receipts must be submitted by Ditat app.

If you have any questions about POD's email to: pod@gtscarrier.com

_____ **WEEKLY DOCUMENTS SENDING** - All weekly documents (POD'S, expenses, lumper, repairs, fuel receipts, weekly trip sheet report) must be send to office every 2-4 weeks. To company drivers' expenses will be reimburse by original receipts. You should buy TripPak or FedEx envelope, or send from USPS office, place receipt for to be reimburse.

ADDRESS : 7545 S Madison St. Burr Ridge, IL 60527

If you at office, please always leave all your original documents. If office is closed (weekends or night time) drop all your original's documents outside in the black mailbox next to office entrance, to use yellow envelope. You can always find out them in the 1st floor,

_____ **FUEL CARD** - You can use in the major truck stops: Lowes, Fly J, Pilot. If you need emergency diesel you can use till 40 gallons in small gas stations. Cash adv. has 10% fee.

W-9 / ACH forms submitting:

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JOHH JONSON

2 Business name/disregarded entity name, if different from above
SMART ONE INC.

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.

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

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 FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
753 W. CALCUTA DR.
6 City, state, and ZIP code
MIAMI FL 60542

7 List account number(s) here (optional)

Requester's name and address (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.

Social security number

--	--	--	--	--	--	--	--	--	--

Employer identification number

2	5		6	5	9	8	7	0	2
---	---	--	---	---	---	---	---	---	---

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.

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 ▶ _____

- 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**
- 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)

Authorization Agreement For Automated Clearing House Transactions (ACH Debit/Credit)

ACH Authorization

Individual/Company Name: **SMART ONE INC.** Individual/Company ID# _____

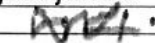
I (we) hereby authorize: _____ hereinafter called COMPANY/INDIVIDUAL, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY; to credit and/or debit the same to such account.

Bank Information

DEPOSITORY NAME:	CHASE	Branch (if applicable)	
City, state, ZIP:		Transit/ABA No. ("Routing #")	210056
		Account #:	45211698

This authority is to remain in full force and effect until COMPANY/INDIVIDUAL has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY/INDIVIDUAL and DEPOSITORY a reasonable opportunity to act on it.

Name(s): **JOHN JOHNSON** EIN _____

Please print:  Date: **01/01/2022**

Signature(s) _____ Date _____

I (we) wish for this transaction to take place starting on: _____ and to recur:

once a month. every two weeks other: **WEEKLY**

CHECK ONE:

I am not currently participating in the Automated Payment Program.

ADD - Credit the account shown.

I am currently participating in the Automated Payment Program.

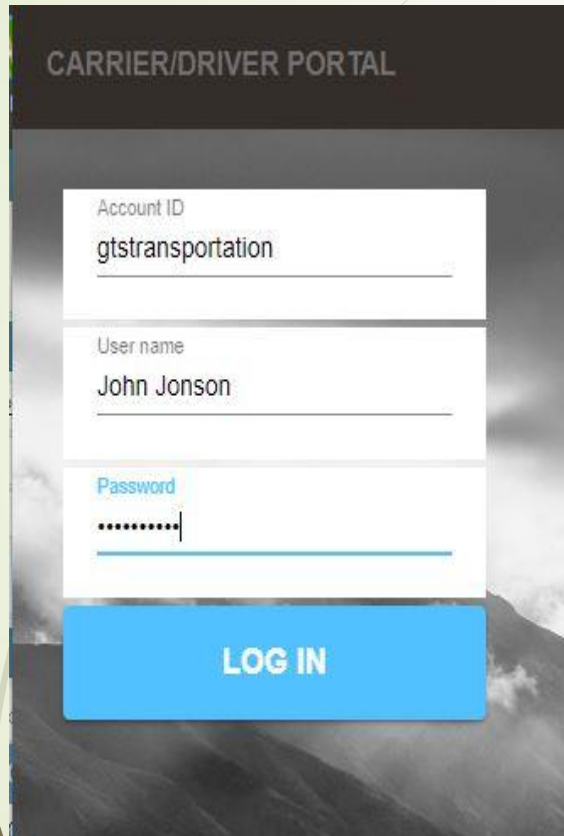
CHANGE - Change financial institutions and/or account number.

TAPE VOIDED CHECK HERE
(Voided check not necessary, but recommended)

Once you've made any changes, provide this form to companies/organizations/individuals that you would like to pay electronically. Have them complete the form and return to you.
(DELETE THIS SECTION BEFORE DISTRIBUTING)

Driver portal:

The login screen is where you will enter the account Id, username, and password to log into the portal. You can access the portal by going to: <http://dp01.ditat.net/>



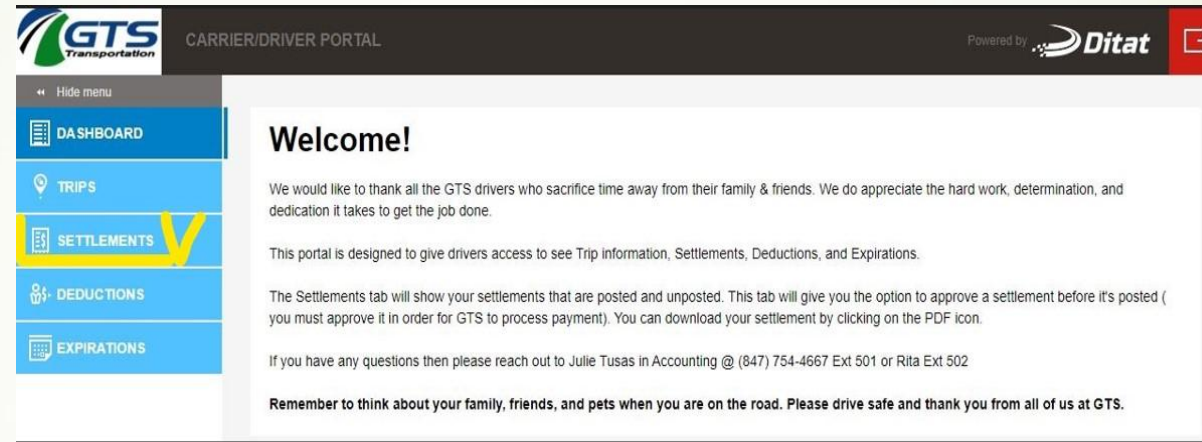
CARRIER/DRIVER PORTAL

Account ID
gtstransportation

User name
John Jonson

Password
.....

LOG IN



GTS Transportation CARRIER/DRIVER PORTAL Powered by Ditat

Hide menu

- DASHBOARD
- TRIPS
- SETTLEMENTS ✓
- DEDUCTIONS
- EXPIRATIONS

Welcome!

We would like to thank all the GTS drivers who sacrifice time away from their family & friends. We do appreciate the hard work, determination, and dedication it takes to get the job done.

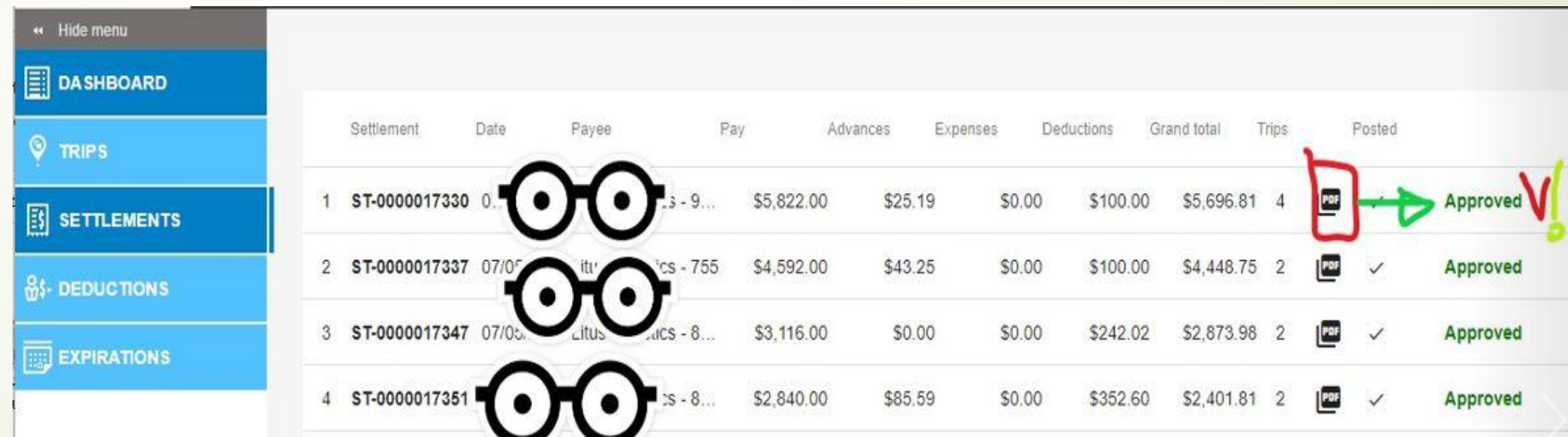
This portal is designed to give drivers access to see Trip information, Settlements, Deductions, and Expirations.

The Settlements tab will show your settlements that are posted and unposted. This tab will give you the option to approve a settlement before it's posted (you must approve it in order for GTS to process payment). You can download your settlement by clicking on the PDF icon.

If you have any questions then please reach out to Julie Tusas in Accounting @ (847) 754-4667 Ext 501 or Rita Ext 502

Remember to think about your family, friends, and pets when you are on the road. Please drive safe and thank you from all of us at GTS.






review your settlement. No issues. Click - **APPROVE.**




Settlement	Date	Payee	Pay	Advances	Expenses	Deductions	Grand total	Trips	Posted
1 ST-0000017330	07/05/2018	Litus - 9...	\$5,822.00	\$25.19	\$0.00	\$100.00	\$5,696.81	4	PDF → Approved ✓
2 ST-0000017337	07/05/2018	Litus - 755	\$4,592.00	\$43.25	\$0.00	\$100.00	\$4,448.75	2	PDF ✓ Approved
3 ST-0000017347	07/05/2018	Litus - 8...	\$3,116.00	\$0.00	\$0.00	\$242.02	\$2,873.98	2	PDF ✓ Approved
4 ST-0000017351	07/05/2018	Litus - 8...	\$2,840.00	\$85.59	\$0.00	\$352.60	\$2,401.81	2	PDF ✓ Approved

Settlement report:

You will receive payment for loads Delivered from Monday at 12:01am through Sunday at midnight on the following week.

GTS Transportation Pay Settlement						
Settlement ST-0000014145		4/5/2022		Carrier Id 4418		
Earnings	\$13,101.18	YTD Earnings	\$44,415.04			
Advances	(\$3,629.49)	YTD Advances	(\$11,958.24)			
Reimbursements	\$0.00	YTD Reimbursements	\$0.00			
Deductions	(\$3,292.99)	YTD Deductions	(\$12,543.82)			
Total	\$6,178.70	YTD Total	\$19,912.98			
Earnings						
Driver  Truck 1323						
TR-0000048466-01	3/28/2022 Cromwell, CT - 3/29/2022 Hodgkins, IL		Empty 118.8	Loaded 893.9		
Payment Type	Description	Quantity	Rate	Payment	Note	
FLAT	Contracted flat amount	0.8000	\$2,288.24	\$1,830.59		
				\$1,830.59		
TR-0000048413-01	3/29/2022 Racine, WI - 3/31/2022 Woburn, MA		Empty 77.6	Loaded 1,077.8		
Payment Type	Description	Quantity	Rate	Payment	Note	
FLAT	Contracted flat amount	0.8000	\$4,800.00	\$3,840.00		
				\$3,840.00		
TR-0000048451-01	3/31/2022 Cromwell, CT - 4/1/2022 Hodgkins, IL		Empty 90.9	Loaded 893.9		
Payment Type	Description	Quantity	Rate	Payment	Note	
FLAT	Contracted flat amount	0.8000	\$2,288.24	\$1,830.59		
				\$1,830.59		
TR-0000049521-01	4/2/2022 Memphis, TN - 4/5/2022 Portland, OR		Empty 541.2	Loaded 2,328.9		
Payment Type	Description	Quantity	Rate	Payment	Note	
FLAT	Contracted flat amount	0.8000	\$7,000.00	\$5,600.00		
				\$5,600.00		
				\$13,101.18	Empty 828.5	Loaded 5,194.5
Advances						
Driver 4418						
TR-0000048413-01						
Advance Type	Description	Date	Reference	Amount	Fee	
Fuel/Adds	DriverName:  Unit: 1323 Trans. type: REVERSE CONNEAUT, OH LOVES #389 TRAVEL STOP	03/30	0981752900	(\$23.51)	\$0.00	
FUEL	DriverName:  Unit: 1323 Trans. type: REVERSE CONNEAUT, OH LOVES #389 TRAVEL STOP	03/30	0981752900	(\$645.10)	\$0.00	
CarrierFee	DriverName:  Unit: 1323 Trans. type: REVERSE CONNEAUT, OH LOVES #389 TRAVEL STOP	03/30	0981752900	(\$1.00)	\$0.00	
TR-0000048451-01						
Advance Type	Description	Date	Reference	Amount	Fee	
Fuel/Adds	DriverName:  Unit: 1323 Trans. type: REVERSE HULLAND, OH LOVES #370 TRAVEL STOP	04/01	0982592704	(\$28.12)	\$0.00	
Generated by Ditat TMS						

GTS Transportation Pay Settlement						
Settlement ST-0000008307		10/12/2021		Driver Id 4272		
Earnings	\$3,121.42	YTD Earnings	\$26,305.62			
Advances	\$0.00	YTD Advances	\$0.00			
Reimbursements	\$1,090.00	YTD Reimbursements	\$2,367.50			
Deductions	(\$175.00)	YTD Deductions	(\$1,625.00)			
Total	\$4,036.42	YTD Total	\$27,048.12			
Earnings						
TR-0000026977-01 10/2/2021 Waukegan, IL - 10/4/2021 Shrewsbury, MA Empty 41.3 Loaded 1,004.9						
Payment Type	Description	Quantity	Rate	Payment	Note	
EMPTYMILES	Rate for empty miles	41.3000	\$0.70	\$28.91		
LOADEDMILES	Rate for loaded miles	1004.9000	\$0.70	\$703.43		
				\$732.34		
TR-0000028546-01 10/4/2021 Cheshire, CT - 10/5/2021 Hodgkins, IL Empty 92.7 Loaded 876.4						
Payment Type	Description	Quantity	Rate	Payment	Note	
EMPTYMILES	Rate for empty miles	92.7000	\$0.70	\$64.89		
LOADEDMILES	Rate for loaded miles	876.4000	\$0.70	\$613.48		
Layover	Layover	1.0000	\$150.00	\$150.00		
				\$828.37		
TR-0000027871-01 10/5/2021 Waukegan, IL - 10/7/2021 Shrewsbury, MA Empty 41.3 Loaded 1,004.9						
Payment Type	Description	Quantity	Rate	Payment	Note	
EMPTYMILES	Rate for empty miles	41.3000	\$0.70	\$28.91		
LOADEDMILES	Rate for loaded miles	1004.9000	\$0.70	\$703.43		
				\$732.34		
TR-0000028548-01 10/7/2021 Cheshire, CT - 10/8/2021 Hodgkins, IL Empty 92.7 Loaded 876.4						
Payment Type	Description	Quantity	Rate	Payment	Note	
EMPTYMILES	Rate for empty miles	92.7000	\$0.70	\$64.89		
LOADEDMILES	Rate for loaded miles	876.4000	\$0.70	\$613.48		
Layover	Layover	1.0000	\$150.00	\$150.00		
				\$828.37		
				\$3,121.42	Empty 268.0	Loaded 3,762.6
Reimbursements						
Driver Id 	Trip Id	Date	Reimb. Type	Description	Reference	Amount
127	TR-0000027871-01	10/13/2021	PARKING	PARKING 9.20.22.23-10.4.6.7		\$90.00
	TR-0000030279-01	10/13/2021	BONUS	BONUS September \$1000 Bonus Winners		\$1,000.00
						\$1,090.00
Generated by Ditat TMS						

Daily Electronic Documents Submitting:

- × After unloading please, check bill of ladings. There must be: signature, date, all additional stops must have extra POD or signature. If there any damages, shortage, driver needs to report to dispatch. If it's not your fault ask receiver to sign on POD "seal intact", "No driver fault", etc. Every lumper fee must be reported to your dispatch, doesn't matter it was paid by cash or EFS check. If you paid for lumper by cash ant didn't report to your dispatch, company cannot reimburse it.
- × After delivery bill of ladings, lumper receipts must be submitted by Ditat app. Bill of ladings must be submitted good quality to be paid.
- × If you have any issues to use Ditat app, let to know your safety assistance.
- × You can use free scanner apps (Cam Scanner, Clear Scanner etc.) to fix quality, or for temporary issues with Ditat app.
- × email to: pod@gtscarrier.com

Weekly Documents Sending:

- × After sending electronic images to accounting, the Original documents must be sent by via TripPak, FedEx or USPS envelope to the Chicago terminal every 2-4 weeks.
- × Address: 7545 S Madison St. Burr Ridge, IL 60527
- × To the company driver's expenses will be reimburse by hard copies. Scales receipts should be sent yellow big receipt. Truck expenses should be approved by maintenance, or dispatch (straps etc.)

EFS Checks and Fuel Card:

- × GTS utilizes EFS checks for:
 - × Lumpers (Loading, Unloading).
 - × Repair payments.
 - × Fuel Payments,
 - × P.S. You are ALWAYS MUST SENT PROOF FOR WHAT WAS PAID: Fuel receipts with gallons. To email: pod@gtscarrier.com Write your Driver ID # (you will see on the back EFS fuel card).
 - × Temporary to pay Compensation. Till business account be open (4 weeks, from obtaining EIN#).

To use the EFS check you should call to PH#800-405-5601 indicated on the check, to get authorization code.

AUTHORIZATION CODE

MONEYCODE

TOLL FREE PHONE NUMBER

- × GTS utilizes EFS fuel card for FUEL and DEF.
- × All CASH ADV. Have **10%** fee.
- × Priority fuel stations are:
 - × Lowes, Fly J, Pilot.
 - × All small gas stations allowing to use 40 gallons.

Any Questions ???

- × Accounting: accounting@gtscarrier.com
- × Main PH#1-847-754-4667
- × Ext# 501 - Jurgita - Direct Line - 708-722-6164 - jurga@gtscarrier.com
- × Ext#502 - Rita - Direct Line - 708-722-5116 - rita@gtscarrier.com
- × Ext# 554 - Abas - Direct Line - 708-998-3601- abas@gtscarrier.com
- × Billing Department: [pod@gtscarrier .com](mailto:pod@gtscarrier.com)
- × Ext#504 - Ligita - Direct Line - 708-342-7214 - ligita@gtscarrier.com
- × Ext#508 - Raigeda - Direct Line - 708-497-9823 - raigeda@gtscarrier.com



**KEEP
CALM
AND
DRIVE
SAFELY**

