Landlord Reference Guide

McDonald's Contact Information for Common Landlord Inquiries Regarding U.S. Leases

We're happy to have you as part of the McFamily as our Landlord at a McDonald's restaurant property in the U.S. This reference guide sets forth the appropriate contact information for certain common Landlord inquiries. **When contacting McDonald's, please include the City, State and Location Code (L/C: xxx-xxxx) of the leased location which is the subject of your inquiry.**

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Note: The contact information set forth in this reference guide is provided for convenience only and does not modify McDonald's designated notice address or the notice requirements pursuant to any Lease or other agreement. Notices being given pursuant to any Lease or other agreement must be given in accordance with the designated notice address and requirements of such Lease or other agreement. Furthermore, the contact information set forth in this reference guide is subject to change by McDonald's at any time.

Lease Administration

Change of Payee or Address

Requests for a Change of Payee (e.g., a new Landlord in connection with the conveyance of the leased property), a Change of Landlord's Address, or a Change of Management Company can be made at the following portal:

Change of Payee/Address Portal

If you require additional support regarding this type of request, please contact the following email address:

US-RELegal@us.mcd.com

Certificates of Insurance

Requests for Certificates of Insurance (COI). Please be sure to provide the Location Code, property address, and other pertinent information.

US-certificaterequest@us.mcd.com

Direct Deposit / EFT Payments

If you are an existing Landlord who is already receiving rent payments via physical checks, and you wish to request payment by Electronic Funds Transfer (EFT) instead, or are already receiving EFT payments and wish to change your bank account, please send an email to the following address. Additional information regarding the process to request enrollment in EFT payments can be found in the bookmark here.

SAM@us.mcd.com

Lease Accounting

Real Estate Tax Payments

Inquiries regarding Tax Payments that are made by McDonald's directly to the Taxing Authority:

US-US-RETax@us.mcd.com

Inquiries regarding Tax Reimbursement Payments that are made by McDonald's to the Landlord following Landlord's payment of property taxes. Note: please refer to Rent Payment Questions or the Year-End Reconciliations sections below for inquiries regarding monthly tax payments or annual reconciliations, respectively.

US-LandlordRETax@us.mcd.com

1099 Form Requests

If you have not received your 1099 form as expected, please email us here:

US-1099coordinator@us.mcd.com

Rent Payment Questions

Please contact the appropriate individual below for inquiries regarding the status of rent payments or monthly CAM/Tax payments. Reference the **Field Office Coverage Area** table to identify the appropriate Field Office.

Field Office	Contact
Finance Supervisors	Brenda O'Laughlin – brenda.olaughlin@us.mcd.com Peter Skiadopoulos – peter.skiadopoulos@us.mcd.com
Atlanta	Ethan Schaub – ethan.schaub@us.mcd.com
Bethesda	US-US-landlord-lease-inquiries@us.mcd.com
Chicago	Roberto Rodriguez – roberto.rodriguez@us.mcd.com
Columbus	Nicole Console – nicole.console@us.mcd.com
Dallas	Tracy Rymarcsuk – tracy.rymarcsuk@us.mcd.com
Denver	US-US-landlord-lease-inquiries@us.mcd.com
Long Beach	Tracy Rymarcsuk – tracy.rymarcsuk@us.mcd.com
Nashville	Ethan Schaub – ethan.schaub@us.mcd.com
Stamford	Nicole Console – nicole.console@us.mcd.com
Walnut Creek	Roberto Rodriguez – roberto.rodriguez@us.mcd.com

CAM/Tax Year-End Reconciliations

Inquiries regarding annual CAM & Tax Reconciliations:

US-US-CAM-TAX@us.mcd.com

Property Management

Please contact the applicable Portfolio Manager below for property management issues or questions. Reference the **Field Office Coverage Area** table to identify the appropriate Field Office, depending on the location of the restaurant.

Field Office	Portfolio Manager	Portfolio Supervisor
Sr. Portfolio Manager	Stacy Pernell stacy.pernell@us.mcd.com	
Special Venues *(Airport, Mall, Military, Tollway, Train Station, University, and Walmart)*	Chris Domengeaux chris.domengeaux@us.mcd.com	Erica Lewis erica.lewis@us.mcd.com
Atlanta	Erica Frost Esquivel erica.frostesquivel@us.mcd.com	Nicole Hopkins – FL nicole.hopkins@us.mcd.com Andrea Janes – GA, SC & NC andrea.janes@us.mcd.com
Bethesda	Erica Frost Esquivel erica.frostesquivel@us.mcd.com	Andrea Janes – NC andrea.janes@us.mcd.com Vanessa Behrens – MD, VA, DC, PA, DE & NJ Vanessa.Behrens@us.mcd.com
Chicago	Anna Knighton anna.knighton@us.mcd.com	Ana Martinez – WI & IL ana.martinez@us.mcd.com Chris Schmidt – IN, IA, MI christine.schmidt@us.mcd.com
Columbus	Kim Pavlin kimberly.pavlin@us.mcd.com	Jenifer Coughlin jenifer.coughlin@us.mcd.com
Dallas	Chris Domengeaux chris.domengeaux@us.mcd.com	Olivia Ivie olivia.ivie@us.mcd.com

Property Management (cont.)

Field Office	Portfolio Manager	Portfolio Supervisor
Denver	Kevin Zimny kevin.zimny@us.mcd.com	Todd Sorg todd.sorg@us.mcd.com
Long Beach	Kevin Zimny kevin.zimny@us.mcd.com	Pia Kinsey – CA, AZ pia.kinsey@us.mcd.com Alli Belle – NV, NM, TX alli.belle@us.mcd.com
Nashville	Anna Knighton anna.knighton@us.mcd.com	Mary Anderson mary.anderson@us.mcd.com
Stamford	Kim Pavlin kimberly.pavlin@us.mcd.com	Sandra Martel sandra.martel@us.mcd.com
Walnut Creek	Kevin Zimny kevin.zimny@us.mcd.com	Brandon Vasquez – CA, ID, AK, HI, Guam, Saipan brandon.vasquez@us.mcd.com Alli Belle – WA, OR, NV alli.belle@us.mcd.com

Excess Properties

Interested in a closed location? Please email us here:

us-excess.website.inquiries@us.mcd.com

Asset Management

Are you interested in selling your property that is currently leased to McDonald's? Do you have questions about lease tenure? Please contact the Asset Manager below, depending on the location of the restaurant. Reference the **Field Office Coverage Area** table to identify the appropriate Field Office.

Field Office	Contact
Sr. Asset Manager – West	Melissa Way – melissa.way@us.mcd.com
Dallas	David Shammas – david.shammas@us.mcd.com
Denver	Suzanne Nogues – suzanne.nogues@us.mcd.com
Long Beach	Virginia Coggins – virginia.coggins@us.mcd.com
Walnut Creek	Eileen Baker – eileen.baker@us.mcd.com
Non-Traditional Store Formats	Amy Mahtesian - amy.mahtesian@us.mcd.com
Sr. Asset Manager – East	Melissa Hammond – melissa.hammond@us.mcd.com
Atlanta	Jami Windell – jami.windell@us.mcd.com
Bethesda	Mary Cleveland – mary.cleveland@us.mcd.com
Chicago	Elena Vasquez-Love – elena.vasquez_love@us.mcd.com
Columbus	Elena Vasquez-Love – elena.vasquez_love@us.mcd.com
Nashville	Jami Windell – jami.windell@us.mcd.com
Stamford	Boston / Upstate NY / NE PA Linda Bartlett – linda.bartlett@us.mcd.com NY Metro Carol DeMarco – carol.demarco@us.mcd.com

Field Office Coverage Areas

Field Office	Coverage area
Atlanta	• Western North Carolina • South Carolina • Georgia • Florida (except the northwest of the state)
Bethesda	• Eastern Pennsylvania • Southern New Jersey • Delaware • Maryland • Washington, DC • West Virginia (east of Monongahela National Forest) • Central and eastern Virginia • Central and eastern North Carolina
Chicago	• Michigan • Wisconsin (except the northwest of the state) • Central and eastern Iowa • Central and northern Illinois • Central and northern Indiana
Columbus	• Ohio • Western and Central Pennsylvania • Southeast Indiana (only the following counties: Floyd, Franklin, Harrison, Jefferson, Lawrence, Ripley, Scott, Orange, Washington, Wayne) • West Virginia (except for the following counties: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan) • Eastern and Central Kentucky (including Lexington/Louisville) • Southwestern Virginia • Northeast Tennessee (Knoxville, Sevierville) • Maryland (Garrett County)
Dallas	• Kansas (except Greater Kansas City, KS) • Central and eastern Oklahoma • Northwest Arkansas • Texas (except Greater El Paso) • Southern Louisiana
Denver	• Montana • Southern Idaho • Northeast Nevada • Utah • Wyoming • Colorado

Field Office Coverage Areas (continued)

Field Office	Coverage area
Denver (cont.)	• North Dakota • South Dakota • Nebraska • Minnesota • Northwest Wisconsin • Western Iowa • Greater Kansas City, MO and KS
Long Beach	• Southern California • Southern Nevada • Arizona • New Mexico • Oklahoma panhandle • Greater El Paso, Texas
Nashville	• Missouri (except the northwest of the state) • Southern Illinois • Southwest Indiana • Southwest Kentucky • Arkansas (except the northwest of the state) • Central and western Tennessee • Northern Louisiana • Mississippi • Alabama • Northwest Florida
Stamford	• New York • Central and northern New Jersey • Connecticut • Rhode Island • Massachusetts • Vermont • New Hampshire • Maine
Walnut Creek	• Washington State • Northern Idaho • Oregon • Northern California • Western Nevada • Alaska • Hawaii • Guam • Saipan

Additional EFT information

If you are an existing Landlord and you wish to request EFT payments instead of physical checks, or are already receiving EFT payments and wish to change your bank account, please complete the EFT enrollment form below and submit it to SAM@us.mcd.com.

We will also require one of the following documents regarding the bank account you wish to have EFT payments transmitted to:

1. Void check, or
2. Bank letterhead with account details, signed by an appropriate authorized individual from the bank.

Please note:

- EFT enrollment is only available to existing Landlords who are already receiving physical checks.
- New Landlords at any leased location must first receive physical checks for at least three (3) months before they are eligible to request enrollment in EFT.
- Changes to a Landlord's name (payee) or physical address cannot be made through the EFT request process. Requests for a change of payee or address should be directed to US-RELegal@us.mcd.com, and must be fully processed before a request for EFT enrollment can be made by the new Landlord/payee.
- On the enrollment forms, our existing Landlords are also referred to as "Suppliers".
- Once we receive and review the required EFT enrollment documents, we will initiate EFT setup. Completing this process will take approximately 15-20 business days.
- Pursuant to our process, we will call the Landlord to verify the bank details. As such, please provide the best contact person and time on the EFT enrollment form so we can call and complete the verification process.
    - The verification call will come from a 208 area code (Boise, ID)
- After the verification call, we will begin to make the necessary changes in our system, which require several steps and multiple reviews/approvals for audit purposes.
- Upon completion of the setup, we will initiate a penny test and send you a remittance email.
- After we receive your confirmation on the penny test and receipt of the remittance email, the payment method will be updated.

Columbus Accounting Approval - April 2009
Treasury - April 2009
Internal Audit Approval - March 2009
Legal Approval - October 2008
Global Compliance - October 2008

McDonald's Corporation

Supplier ACH-Electronic Payment Enrollment Form

This information is required by McDonald's Corporation and its affiliates for the purpose of obtaining authorization and collecting data to permit electronic payments in U.S. dollars and will be used and disclosed in accordance with McDonald's Privacy Policy.

Supplier Information

TYPE OF REQUEST: ☐ New Request ☐ Change

Supplier Name:	
Supplier Address:	Payment Contact (Please print or type)
	Name:
	Telephone:
	Fax:
	Email:

I, as an authorized representative of the above-mentioned Supplier, hereby authorize McDonald's Corporation and/or its affiliates to electronically submit payment into the following account and send payment notification via email. If funds to which the Supplier is not entitled are deposited into this account, McDonald's Corporation and/or its affiliates are authorized to, or to direct their respective financial institutions to, retrieve said funds or otherwise debit or adjust to correct the error. Supplier acknowledges that the originationof ACH transactions must comply with all applicable laws and regulations. This authority will remain in effect until McDonald's Corporation receives written notification from an authorized representative of the Supplier terminating the authority granted herein, at such time and manner as to allow McDonald's Corporation a reasonable opportunity to act upon such termination notice. Termination will be completed within thirty (30) days of receipt.

IAT (International ACH Transactions) Payee Statement:

I acknowledge that ACH electronic payments to the designated financial institution account must comply with the provisions of U.S. Law, as well as the requirements of the U.S. Office of Foreign Assets Control (OFAC). I affirm that ACH electronic payments originated by McDonald's Corporation to the credit of our designated financial institution account are not subject to being subsequently transferred to a foreign bank account or, if subject to being transferred to a foreign bank account, it is not the full amount of the originated ACH electronic payment amount.

Supplier ACH-Electronic Payment Acknowledgement

The Supplier acknowledges that McDonald's Corporation is required to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC). I, as an authorized representative of the Supplier, hereby confirm that (i) none of the electronic funds transfers by McDonald's Corporation and/or its affiliate to the account designated by the Supplier in the Supplier ACH-Electronic Payment Enrollment Form is made to a financial institution located outside the U.S., and (ii) with respect to electronic funds transfers to a domestic financial institution, such financial institution did not and will not immediately transfer the full deposit amount to a foreign financial institution in a "back-to-back" transaction.

Signature _____ Date _____

Name & Title (Owner/Officer) _____

Banking Information

Please attach a copy of a voided check or MICR spec sheet with checking account and routing number information. Temporary checks and deposit slips are not acceptable banking verification and Savings accounts are not allowed.

If the account information provided below changes, the Supplier has the responsibility to update the information by submitting the change to McDonald's Corporation. The old and new account information is required to process a change. Failure to submit a change may result in a delayed payment for which McDonald's Corporation and its affiliates shall have no liability.

	New Account Information:	Old Account Information:
Bank Name/City/ State:		
Routing /Transit #:		
Account Number:		
Account Name:		

Routing / Transit # is the first 9 digit numbers starting from the bottom left side of your check.

McDonald's Corporation

Supplier ACH-Electronic Payment Enrollment Form

Supplier's Authorized Representatives

Provide the name, title and signature of each of Supplier's representative(s) authorized to change or confirm account information.

Name & Title of Authorized Representative (Please print or type)	Name & Title of Authorized Representative (Please print or type)
Signature	Signature

Our system will automatically generate an electronic notification of payment. Which format works best for you?

PDF File _____ **Email address for payment notification** _____

EDI 820 Remittance _____ **I/T Department contact name & contact information** _____

Please confirm your payment terms and any discounts for electronic payments _____

CAC Office Use only:
CAC Supervisor signature & Date _____

CAC Supervisor print name _____

EFT ENROLLMENT
Instruction Guide

The following instructions are intended as an aid in the completion of the McDonald's EFT Enrollment form.

Please do not leave any blank lines as this can result in a delay of the enrollment process

Section 1: "Supplier Information"

- **Supplier Name: enter your company's name as it appears on your company's invoice.**
  - **If you are an individual enter your name.**
- **Supplier Address: enter your company's current payment address. The address we send paper check payment to.**
  - **If you are an individual enter your current address where you receive our payments today.**
- **Payment Contact – Name and contact information of the person who can provide assistance or answer questions we may have around EFT payments.**

Section 2: "EFT Agreement"

- **McDonald's prefers this section be read and signed by an owner or officer of the company.**
  - **If an owner or officer is not available please ensure the signor is of manager level or above.**

Section 3: "Banking Information"

- **Banking Institution Name – The name, city and state of your current banking institution**
- **Routing Number – The routing number identifies your banking institution and is unique to them. This can be found on one of your checks or by contacting your local branch.**
- **Account Number – The number you use to access your bank account. This can be found on your checks or your most recent bank statement.**

Section 4: "Authorized Representatives"

Note: McDonald's requests two authorized representatives for security purposes. If there is only one authorized representative listed and they are not available it could delay any change process requests in the future.

- **Please print the name and title of two authorized representatives who have the authority to make banking changes on your company's behalf in the future.**
- **If you choose to only have one authorized representative please enter N/A on the second set of lines.**
  - **If the second set of lines is blank it will delay the processing of your enrollment form.**

Section 5: "Payment Notification"

- **PDF Notification**
  - **Enter the email address you would like payment notifications be sent to**
    - **Please note: we can only send notification one email address**

If you have questions or need assistance please contact EFT Coordinator at 425-209-1964