Dear Supplier,

We are writing to let you know about some upcoming changes to our legal entity structure and to share the steps you may need to take to update your records.

On February 24, 2026, TRC Companies, Inc. ("TRC") and all its related companies were acquired by WSP USA Inc. ("WSP"), part of the WSP family of companies. Since then, TRC has continued to operate as a separate legal entity under its existing EIN. Effective December 31, 2026, certain TRC entities will transition to WSP entities. Additionally, TRC will be completing a system conversion to WSP systems, resulting in changes in how vendor invoices will be processed.

Please review the information below and update your systems as needed.

Invoices
Supplier invoices must be submitted to TRC **before December 18, 2026**, for processing prior to cut over to WSP systems. This will be the **final invoice submitted through the TRC Vendor Portal and processed by TRC**. If any invoice is not submitted to TRC by December 18, 2026, there may be a *delay in processing*.
For all invoices dated **after December 19, 2026**, please update your billing system so that invoices are addressed to the appropriate surviving entity listed below and sent via email to **USInvoice@wsp.com**. All invoices should be sent to this e-mail; they should not be uploaded to TRC's Vendor Portal and should not be provided to Project Managers. Following TRC's cutover to WSP systems, the TRC Vendor Portal will *no longer be available*.

Invoice submission requirements
- Include TRC in the subject line of each email.
- Submit one invoice per email.
- Attach the invoice as a PDF only.
- Do not submit multiple invoices in one email or combine multiple invoices into a single PDF.
- Reference TRC's PO number on the invoice.

See the attachment for a full list of WSP's Supplier Invoicing Guidelines.

Contracts and agreements
Your existing contracts and agreements **will remain in effect**. Beginning December 31, 2026, the applicable WSP entity listed below will assume the responsibilities of the corresponding TRC entity.

Purchase orders
Existing open TRC purchase orders will be transferred and should be noted on your invoice.
New purchase orders will be issued by the applicable surviving entity listed below.

Payments
Payments issued after December 28, 2026, will be made by WSP USA Administration Inc.
Payments will be made:
- by WSP check, if you currently receive payment by check, or
- by electronic transfer from WSP's JP Morgan Chase account, or
- By Citibank if you currently receive payment by American Express.

If you currently receive payment by check but would like to transition to electronic transfer or credit card payment prior to the conversion, please contact US.Supplier.Requests@wsp.com.

Business Partner Code of Conduct
Depending on the products or services you provide, your company may be asked to complete an Ethics and Compliance questionnaire through the Exiger system as part of WSP's supplier verification process under its Business Partner Code of Conduct.

Entity and Tax ID Changes Effective December 31, 2026
Please see list of current TRC entities and the new surviving entity effective December 31, 2026. Review the information below and update your systems as needed.

Current TRC Entity	New/Surviving Entity	EIN
TRC Environmental Corporation and TRC Earthworks, LLC	WSP USA Environmental Corporation	06-0861618
TRC Companies, Inc.	WSP USA Companies Inc.	06-0853807
TRC Engineers, LLC and TRC Engineers, Inc. (CA)	WSP USA Inc.	11-1531569
TRC Engineers, Inc. (NJ)	TRC Engineers, Inc. (NJ) - No Changes	13-0408630
TRC Government Services, LLC	WSP Government Solutions Inc.	99-0884282
TRC Solutions, Inc. and TRC Inspection Services, Inc.	WSP USA Power Solutions Inc.	95-3621928
TRC Field Services, Inc.	WSP USA Field Services Inc.	84-2428010

Non-U.S. vendors
Non-U.S. vendors must submit a completed Non-Resident Tax Questionnaire with every invoice submitted. This is required to ensure services provided in the U.S. are properly reported to the IRS.

Questions
If you have any questions regarding invoice submission, non-U.S. questionnaire, or payment processing, please contact the Accounts Payable Inquiries team at USAccountsPayable@wsp.com.

Thank You
Thank you for your partnership and support during this transition. We are committed to making the process as smooth as possible and keeping you informed along the way.

Sincerely,

Michelle Ponganis

Michelle Ponganis
Chief Financial Officer
TRC Companies, Inc.

SUPPLIER INVOICING GUIDELINES

1. **Submit invoices by email**
   - TRC **must** be in the subject line of the email for timely processing during the transition.
   - Send one invoice per email as a **PDF attachment** to Accounts Payable US-Invoice@wsp.com.
   - Do not combine multiple invoices in a single PDF or send multiple invoices per email. Maximum file size is 18 MB.
   - Invoices should not be zipped/compressed into one attachment.
   - Do not submit invoices as screenshots, Excel files, Word documents or image files.
   - Do not submit quotes or proforma invoices.
2. **Include required invoice information**
   Each invoice should clearly show:
   - Supplier legal name and address
   - Invoice number
   - Invoice date
   - Purchase Order (PO) number or project number. If you do not have a PO or project number provide WSP contact person with email address.
   - Description of goods or services
   - Service/delivery date or applicable billing period
   - Quantity and unit price, where applicable
   - Subtotal, taxes, and total amount due
   - Remittance information
   - Attach supporting documentation within the invoice PDF file.
3. **Non-US vendors**
   - A completed Non-Resident Tax Questionnaire must be submitted with every invoice. This is required to ensure that services provided in the US are properly reported to the IRS. For questions or to request a copy of the questionnaire, please reach out to USAccountsPayable@wsp.com.
4. **Avoid duplicate submissions**
   - Once an invoice has been submitted by email, **do not resubmit the same invoice**.
5. **Credit memos and adjustments**
   - Submit credit memos as separate PDF documents to US-Invoice@wsp.com.
   - Reference the original invoice number and PO number, where applicable.
   - If you need to adjust or replace invoices, please contact USAccountsPayable@wsp.com.
6. **Processing expectations**
   - Email submission replaces the previous TRC Vendor Portal.
   - If an invoice cannot be processed because required information is missing, Accounts Payable may contact the supplier for clarification or a revised invoice.
7. **Assistance**
   - For any questions or issues with payments or invoicing processing please contact our Account Payables Inquires team by email to: USAccountsPayable@wsp.com.

SUPPLIER INVOICING GUIDELINES

Important changes:
Effective December 18, 2026, suppliers will no longer submit invoices through the TRC Vendor Portal. All invoices must be submitted as PDF attachments via email to US-Invoice@wsp.com. Please ensure each invoice contains all required information to avoid processing delays.