

# **Credit & Collections**

***The Habegger Corporation***

***Illinois/Iowa***

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Contact information for the Credit Department serving Illinois and Iowa:

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**CREDIT POLICY OVERVIEW**

**THE HABEGGER CORPORATION**

The Habegger Corporation will extend both cash accounts and lines of credit to our customers upon review of our completed application form packet, explained in Section II of the Credit Section of this manual.

**Line of Credit:** A line of credit may be applied for using the Habegger Corporation's Application for Credit form that is included in the back of the Credit Section of this manual. A minimum of three (3) Trade References are required, and the application must be signed by an Owner or Officer of the business. Once a line of credit has been established, invoices will be mailed (or emailed) on a daily basis to the business for all purchases. Monthly statements will be mailed (or emailed) on the first workday of each month.

**UCC Filing:** A UCC Filing is required by The Habegger Corporation on all business' established less than seven (7) years.

**NOTE: The Habegger Corporation may request Financials at the time of application, or may request them from time to time to secure and support the credit line that is assigned.**

**Cash/COD Accounts:** A Cash or COD account may be applied for using the Habegger Corporation's Application for Credit form that is included in the back of the Credit Section of this manual. The Financial Information and Contact Information must be completed in their entirety, and the application must be signed by an Owner or Officer of the business. Payments must be made in advance of shipment, or at the time of pick-up at one of our locations. Payments may be made by check or credit card (VISA or MasterCard – 2% convenience fee)

**Terms Of Sale:**

**Standard Terms:** 1% 10<sup>th</sup> Prox Net 11<sup>th</sup>, based on statement date. Discount may be taken providing payment is received on or before the 10<sup>th</sup> of the month following purchase, and the account is current.

**Late Fees:** All past due balances are subject to a service charge of 1.5% per month (18% annual rate).

**Returned Checks:** A return check charge will be imposed and the account placed on a cash only basis until all items and service charges are paid.

**Lien Rights:** If, in our judgment, we feel that for our mutual protection it is advisable to exercise lien rights, this should not be construed as a derogatory action.

***CREDIT POLICY OVERVIEW (continued)*****Payment Methods:**

**Check:** The customer may write a business or personal check on the account. If a check is returned for any reason, the customer is responsible for the return check fee that will be billed to the account. If more than one (1) check is returned, the customer may lose check-writing privileges.

Checks may be mailed to the lockbox indicated on your invoices/statements, the Cincinnati Credit Office, or you may Pay by Fax for the most prompt posting to your account at 309-693-2665. Instructions for paying by fax are included as Form C in the back of the Credit Section of this manual.

**Credit Card:** The Habegger Corporation accepts Visa and MasterCard.

**Note:** There is a 2% convenience fee on all Credit Card transactions.

**Joint Check Agreements:** May be requested by you as the customer or by The Habegger Corporation to avoid an over limit credit situation. You should contact the Credit Manager if you wish to participate in a joint check agreement with a General Contractor that you will be doing work for, or you may be contacted by the Credit Manager to execute that document.

**Past Due Accounts:** Accounts that extend more than 30 days beyond terms are subject to review to be moved to a COD basis until the delinquency is satisfied. Accounts that are 61 days beyond terms will automatically be placed on COD.

**Loss of Credit Privileges:** A line of credit is a privilege extended to our customers that pay within the terms established by the Corporation. Failure to comply with our terms may result in a temporary suspension of your credit line, which will not be reinstated until all items and service charges have been paid. Continued delinquencies will result in a review for possible revocation of the line of credit.

If it becomes necessary to employ outside collection or legal assistance to collect the account, the customer will be required to any/all collection costs incurred by The Habegger Corporation, including but not limited to, collection agency costs, reasonable attorney fees, and court costs.

**Open Credit Policy:** The Habegger Corporation has an open credit policy. Anytime you wish to discuss any issues that exist with your account, feel free to contact the Credit Manager to help you address and resolve those issues.

***CREDIT APPLICATION REQUIREMENTS***

**Application for Credit:** Copies of these documents are included in the back of the Credit section; Section IV, of this manual and numbered as indicated: The packet will include:

**1. Application for Credit (Forms P1-P3).**

If applying for a line of credit, a minimum of three (3) trade references should be included. If applying for a cash only account, the Financial Information and Trade Reference section may be omitted, with all other sections completed and signature must be included on Page 3.

**2. Personal Guarantee (Form P4)**

A personal guarantee is required for all accounts where the business is not incorporated. This form should be completed and signed by the owner(s) witnessed by a non-family member, and submitted with the Application for Credit.

**3. Certifications/Required Documentation (Forms P5)**

This form should be completed with a list of certifications currently held by the Company Representative, and returned with copies of all certification cards. All requested forms need to be included.

**4. Consumer Report Authorization (Form P6)**

In the case of a new business where trade references are not yet established and a line of credit is desired, we may wish to run a Consumer Credit Report. This form is the authorization to run a credit report.

**5. Sales Tax Exemptions (Forms A & B)**

If you indicated that you are a Tax Exempt on Page 1 of the Application for Credit, the form for the applicable state must be completed and returned. Blanket exemptions cannot be honored without these forms properly completed and signed by an Owner or Officer of the Company. **NOTE:** Merchant Retailer's Certificates are NOT acceptable, as they only indicate your registration to collect and remit tax to the State, but do not indicate exemption. Until a properly completed and executed form is processed, the customer will be liable for all applicable sales tax on all purchases.

## CREDIT & COLLECTIONS

## SECTION II-2

### Application for Credit (continued)

**NOTE FOR IOWA CUSTOMERS:** An exemption in Iowa does NOT include sales if you pick up at one of our Illinois locations. In order to be exempt for customer pick-ups, an exemption for the State of Illinois is required.

#### 5 Sales Tax Exemptions (Forms A & B) – continued

**SINGLE PURCHASE EXEMPTIONS:** For taxable customers doing a job that is Exempt (ie, church, school, etc), we must have a completed Cert for your state, as well as a copy of your customer's exemption certificate submitted in order to do the tax adjustment.

#### 6 Pay by Fax/Electronic Statements/Invoice (Form C)

**Pay by Fax:** (Form C) We at The Habegger Corporation strive to make things efficient for our customers. Not only will you avoid paying postage, you will also reduce the time your payment is posted. Should you be running late with your payment and want to ensure you receive the 1% discount, or running late at month end to avoid late charges, you may use the Pay By Fax option. Payments may also be mailed.

**Electronic Statements/Invoices:** (Form C) The Habegger Corporation also offers Electronic Invoices and Statements. Must be completed should you elect to receive your invoices and statements electronically.

#### 7 Request for Bank Credit Info. (Form D) Required on business' established seven (7) years or less.

Applications for Credit will be reviewed as quickly as possible, and turnaround depends mostly on the response of your Trade References. In order to speed this process, please include the fax numbers of all References, as we have a form that is faxed over for completion. Once established, the customer will be advised in writing of the Credit Decision, including the account number and assigned Credit Limit.

***FINANCING PROGRAMS***

These programs are available through The Habegger Corporation, and should be discussed with the customer's Territory Manager for details for the benefits of each, and whether or not they are appropriate for your business.

***LIST OF FORMS INCLUDED***

<b>Application for Credit</b>	<b>P1</b>
<b>Account Agreement</b>	<b>P2</b>
<b>Reference Information</b>	<b>P3</b>
<b>Disclosures/Authorizations</b>	<b>P3</b>
<b>Individual Personal Guaranty</b>	<b>P4</b>
<b>Permissible use of Account</b>	<b>P5</b>
<b>Account Set Up</b>	<b>P5</b>
<b>Required Documents</b>	<b>P5</b>
<b>Consumer Report Authorization Form</b>	<b>P6</b>
<b>Sales Tax Exemption Forms:</b>	
<b>Iowa</b>	<b>A</b>
<b>Illinois CRT-61</b>	<b>B</b>
<b>Pay By Fax Instructions</b>	<b>C</b>
<b>Electronic Invoices/Statement</b>	<b>C</b>
<b>Request for Bank Credit Information</b>	<b>D</b>



# CREDIT APPLICATION

Illinois/Iowa

Legal Business Name: \_\_\_\_\_

Trade Names (DBA): \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

County: \_\_\_\_\_ Business Telephone #: \_\_\_\_\_

Shipping Address : \_\_\_\_\_

Shipping City / State / Zip: \_\_\_\_\_

Principal Name (1): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Principal Name (2): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Type of Business: \_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation \_\_\_ LLC

Purchase Type: \_\_\_ Residential \_\_\_ Commercial \_\_\_ Both

Date Established: \_\_\_ / \_\_\_ / \_\_\_ Federal Tax ID Number: \_\_\_\_\_

Will your purchases be tax exempt? \_\_\_ Y \_\_\_ N If "Y" attach Blanket Exemption Certificate

*(In the event that a specific purchase is tax exempt, the applicant must provide a Unit Exemption Certificate at the time of purchase)*

Accounts Payable Contact Name: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

Accounts Payable Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*All statement and invoices will be delivered electronically, unless otherwise requested. To receive these documents by mail please write "mail" in the space provided.

Line of Credit Requested: \$ \_\_\_\_\_ **Credit lines of \$10k or more will require a current income statement / balance sheet with the customer application.**

Prior Year Sales: \$ \_\_\_\_\_

**OFFICE USE ONLY**

Application Status: \_\_\_ Approved \_\_\_ Denied Credit Limit: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ Parent Account #: \_\_\_\_\_ Terms: \_\_\_\_\_

Dealer Brand: \_\_\_\_\_ CR \_\_\_ EPA \_\_\_ DL \_\_\_ PG \_\_\_ IS \_\_\_ BS \_\_\_

Salesperson: Sales (1) \_\_\_\_\_ Sales (2) \_\_\_\_\_ Pricing: \_\_\_\_\_

Date WLS Sent: \_\_\_\_\_ RQC \_\_\_ RBL \_\_\_ RPA \_\_\_ RCR \_\_\_ RSP \_\_\_



# ACCOUNT AGREEMENT

The "Customer", that is the entity applying to THE HABEGGER CORPORATION ("The Habegger Corporation") for the right to make commercial credit purchases on an open account basis, warrants that the information provided on this credit application is true and accurate. The Customer hereby agrees that if credit is, or has been extended, all purchases made from The Habegger Corporation are subject to the following terms and conditions:

- 1) To assist The Habegger Corporation in making any credit decision, at any time, the Customer's main principals and Guarantor(s) authorize The Habegger Corporation to, from time to time, to inquire and obtain from any bank, lending institution, credit reporting agency, and/or other reference, whether or not listed in the attached credit application, any and all information relating to the Customer's credit worthiness or financial condition and/or the Customer's principals' credit worthiness or financial condition and/or the Guarantor(s) personal credit worthiness or financial condition. The Customer also authorizes The Habegger Corporation and its designees to file a UCC-1 financing statement to maintain a first priority security interest in equipment, inventory, and all other assets of the business tangible or intangible. The Customer understands that The Habegger Corporation may report the Customer's performance under the terms of this Account Agreement to credit reporting agencies or other authorized entities including, but not limited to, the owner of real property which The Habegger Corporation has the right to lien. The Customer agrees to release, indemnify, defend and hold harmless The Habegger Corporation and its employees, agents, and designees for any and all liability or claims resulting from the periodic credit inquiry or reporting efforts.
- 2) Unless otherwise agreed to in writing (addendum), the payment terms on the Customer's account is 1% 10th, Net 11th (the Customer may take a 1% discount on an invoice(s) paid by the 10<sup>th</sup> day of the following month for which it was billed, unless the customer's account is past due); otherwise payment is due on the last day of the following month for which it was billed. The Habegger Corporation is not a lending institution, this is not a revolving account. If payment is not made on an invoice(s) by the last day of the following month for which it was billed, the Customer's account will be deemed past due, and is subject to a service charge on past due amounts at the Annual Percentage Rate of 18% (1.5% per month), or at the highest rate as allowed by law, which shall accrue from the due date of the invoice until paid. The Customer understands should a service charge be imposed, it does not authorize payment to be made in installments or in any other manner than provided herein. In the event a Customer's check is returned by their bank as "unpaid", The Habegger Corporation, reserves the right to assess up to a \$50.00 returned check fee per check returned. The Habegger Corporation, reserves the right to hire an attorney or collection agency to assist in the recovery of any unpaid balance owed by the Customer. Any attorney's fees, collection agency fees, collection costs, expenses and court costs, including but not limited to, post-judgment attorney's fees and costs, whether or not the "suit" is initiated by The Habegger Corporation will be paid by the Customer. The validity, effect, and interpretation and performance of this "Account Agreement" shall be governed by the laws and statutes of the State of Illinois.
- 3) In the event that a Customer's purchase(s) falls under the scope of the State of Illinois' Construction / Mechanical Lien Laws, The Habegger Corporation, reserves the right to protect its lien rights to ensure that payment is received within the prescribed time frame of the "last furnishing" for a specific job/order. This should not be construed as a derogatory action, such action not only protects The Habegger Corporation but in effect protects the Customer.
- 4) The Habegger Corporation reserves the right, at any time, to suspend credit, change the terms and conditions of the account agreement, or demand adequate security from the Customer when, in The Habegger Corporation's sole opinion, the Customer's financial condition so warrants. Should an invoice(s) on the Customer's account exceed 60 days delinquent, The Habegger Corporation reserves the right to place the Customer's account on "credit hold" at which time all future purchases must be made in cash (COD). In the event any billing is not paid when due, payment thereafter, regardless of prior terms and conditions, will become immediately due. Acceptance by The Habegger Corporation of less than full payment shall not be construed as a waiver of The Habegger Corporation's rights hereunder or state law. Payment(s) received or credits authorized by The Habegger Corporation may be applied to such portions of the Customer's unpaid account as The Habegger Corporation deems appropriate. The Customer agrees that any line of credit desired or approved is not a limitation of liability, and the Customer further agrees that it will be responsible for valid charges / debits in excess of the Customer's line of credit whether desired or approved.
- 5) In the event of a Warranty return, the Customer agrees not to withhold payment for any invoice pending a warranty credit(s). All warranty returns must be accompanied by a Service Credit Application (SCA). Upon receipt, The Habegger Corporation will process and/or monitor the warranty process and notify the customer as to the warranty credit.
- 6) The Customer agrees to notify The Habegger Corporation, in writing, thirty (30) days prior to any change in the ownership or business structure of the Customer entity and further agrees to be jointly and severally liable for all purchases by the new business structure/entity/owner should said notification not be given. Upon notification of the change in ownership or business structure The Habegger Corporation may, on demand, regardless of the terms herein or on any invoice(s), require all outstanding account balances be paid in full. The Habegger Corporation may refuse to make further sales or extend further credit pending approval of the new business structure's and/or owner's credit, the approval of which shall be at The Habegger Corporation's sole discretion.
- 7) This Account Agreement supersedes and replaces all prior written and oral agreements, representations, and understandings between The Habegger Corporation and the Customer. In the event of any conflict between the language of this Account Agreement and the language of an invoice / statement, the language of the Account Agreement shall control. No terms or conditions of the Customer's purchase orders different from the terms of the Account Agreement will become part of any agreement between the parties unless specifically approved, in writing, by the Habegger Corporation. This Account Agreement will be governed by the laws of the state of Illinois.
- 8) If a Customer's application for commercial credit is denied, the Customer has the right to a written statement of the specific reason(s) for the denial. To obtain this statement, please contact The Habegger Corporation's assigned Credit Manager within 60 Days from the date the Customer is notified by The Habegger Corporation of its decision. In return, the Customer will be sent a written statement of reason(s) for denial within 30 days. The Federal Equal Credit Opportunity Act prohibits a creditor from discriminating against the credit applicants race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract) or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers complaints with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington DC 20580.

## REFERENCE INFORMATION

### Bank / Lending Institution

Bank Name: \_\_\_\_\_ Branch Location: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Lending Officer: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Trade References

(1) Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Account No.: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(2) Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Account No.: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(3) Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Account No.: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Has the customer or any other owner or officer ever done business with The Habegger Corporation?

\_\_\_ Yes \_\_\_ No If yes, when? \_\_\_\_\_

Under what names? \_\_\_\_\_

In the past 7 years has the customer, other owner, or officer declared personal or business bankruptcy or otherwise sought protection from a U.S. Bankruptcy Court? \_\_\_ Yes \_\_\_ No

If yes, state when and where: \_\_\_\_\_

### Disclosures / Authorizations

Customer's Signature and Authorization for Disclosure of Business Credit Information: The Customer authorizes the release of credit information to The Habegger Corporation or its designee from any source, including credit reporting agencies, banks, lending institutions and trade references listed herein. The applicant has read and understands the "Account Agreement" on page 2 of the credit application. The customer's signature represents that all information contained in this credit application is true, correct, and complete and has been provided for the purpose of obtaining a credit account from The Habegger Corporation. The person(s) executing this agreement has been authority to bind the customer to enter into the credit application terms and conditions.

Signature (1): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature (2): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## INDIVIDUAL PERSONAL GUARANTY

The personal guarantee is made by the undersigned to The Habegger Corporation in order to induce The Habegger Corporation to extend credit for the sale of goods or materials to the customer.

I / We hereby absolutely and personally guarantee to The Habegger Corporation the prompt and full payment of all amounts, obligations, and indebtedness due The Habegger Corporation from the customer. This Personal Guarantee extends to, and guaranties prompt and full payment of all service charges, interest, expenses, collection costs, collection agency fees, attorney's fees, and post-judgment costs and attorney's fees incurred by The Habegger Corporation by reason of default by the customer and/or its guarantor(s). This Personal Guarantee is a continuing, primary, and unconditional personal obligation and covers all existing and future obligations and indebtedness of the customer to The Habegger Corporation. I / We hereby waive notice of default, non-payment and notice thereof. I / We consent, and therefore this Personal Guarantee applies, to any modification or renewal of customer's agreement with The Habegger Corporation hereby guaranteed. If more than one person signs below, each signor is a Guarantor hereunder and agrees to be jointly and severally liable herein. The release of one Guarantor's liability will not affect the liability of another Guarantor. This Personal Guarantee may be executed in counterparts each of which will constitute one and the same instrument; a faxed or photocopied Personal Guarantee shall be as valid as the original.

This Personal Guarantee remains valid and binding notwithstanding any change in the nature, structure, composition, ownership, merger or consolidation of the Customer. This Personal Guarantee shall be binding on my / our heirs, executors, representatives and designees. I / We waive any rights I / we may have to require The Habegger Corporation to proceed against the customer or pursue any other legal remedy prior to enforcing this Personal Guarantee. I / We warrant that the waivers above are made with my / our full knowledge and careful consideration and are reasonable and not contrary to public law or policy. The validity, effect, interpretation and performance of this Personal Guarantee shall be governed by the laws of the State of Illinois and covers all amounts owed to The Habegger Corporation now and in the future, or until such time this agreement is terminated. This shall be a "continuing" guarantee. Diligence, Demand, or Protest of kind is waived. It shall remain in full force until the guarantor delivers to The Habegger Corporation written notice revoking it as to indebtedness incurred subsequent to such delivery. Such delivery shall not affect any of the guarantor(s) obligations hereunder with respect to indebtedness heretofore incurred.

### CONSENT TO OBTAIN CONSUMER CREDIT REPORT

The undersigned individual(s) who is principal proprietor, partner, or guarantor of the entity applying for business credit, and therefore desirous of a business relationship with The Habegger Corporation, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to the use of the consumer credit report of the undersigned by The Habegger Corporation as may be necessary in the credit evaluation process and for periodic review for the purpose of maintaining the credit relationship.

IN WITNESS WHEREOF, I / We have signed this Personal Guarantee on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Guarantor (1) Name: \_\_\_\_\_ Guarantor (1) Social Security Number: \_\_\_\_\_

Guarantor (1) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor (2) Name: \_\_\_\_\_ Guarantor (2) Social Security Number: \_\_\_\_\_

Guarantor (2) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Relationship to Guarantor(s): \_\_\_\_\_

**PERMISSABLE USE OF ACCOUNT**

The company hereby authorizes the following representatives to make purchases on the company's behalf:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are the authorized purchasers on this account permitted personal use on this account?

Yes  No

**ACCOUNT SET UP**

Print price on order(s)  Yes  No  
Print terms on invoice(s)  Yes  No  
Purchase order required on order(s)  Yes  No  
Print terms on statement(s)  Yes  No  
Will there be more than one account?  Yes\*  No

\*If "Yes":

Summary Statement (all invoices for all account numbers generate on one statement)  
 Multiple Statements (each account number will generate a statement)

**REQUIRED DOCUMENTATION**

- Copy of Driver's License / State ID Card for any party that signed the credit application or personal guarantee.
- Copy of EPA certificates
- If applying for a line of credit of \$10k or more, attach current income statement and balance sheet
- Blanket Tax Exemption Certificate claiming sales tax exemption

In the event that the customer has any questions regarding the application process, the status of their application, or questions regarding their account (once approved), please direct those questions / inquiries to:

**Paula Lutrell**  
**Credit Manager**  
**309-691-4328**  
**paulalutrell@habeggercorp.com**

# The Habegger Corporation

Please sign below and return this form and a copy of your most recent financial statement. A copy of your EPA certificate and drivers license is also required.

**The Habegger Corporation**  
**Attn: Paula Lutrell**  
**2220 W. Altorfer Dr.**  
**Peoria, IL. 61615**  
**309-690-9706**  
**309-693-2665**  
[paulalutrell@habeggercorp.com](mailto:paulalutrell@habeggercorp.com)

\_\_\_\_\_ Certify that all information on this Credit Application is true and  
*Owner/Officer Name*  
correct. The undersigned authorized The Habegger Corporation to procure his/her individual consumer report relative to the business credit investigation on:

**Company Name:** \_\_\_\_\_

**Signature of Owner/Officer:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

*\*\*To be completed and returned with Credit Application*

OFFICE USE ONLY:			
ACCOUNT#	COUNTY CODE	TAX STATUS	
SALESMAN#	TERMS	CLASS/SUB	C/L
PERSONAL GUARANTEE	FINANCIAL	REPORT	OTHER





# CRT-61 Certificate of Resale

## Step 1: Identify the seller

1 Name \_\_\_\_\_

2 Business address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

## Step 3: Describe the property

6 Describe the property that is being purchased for resale or list the invoice number and the date of purchase.  
\_\_\_\_\_  
\_\_\_\_\_

## Step 2: Identify the purchaser

3 Name \_\_\_\_\_

4 Business address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

5 Complete the information below. Check only one box.

The purchaser is registered as a retailer with the Illinois Department of Revenue. \_\_\_\_\_  
Account ID number

The purchaser is registered as a reseller with the Illinois Department of Revenue. \_\_\_\_\_  
Resale number

The purchaser is authorized to do business out-of-state and will resell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.

## Step 4: Complete for blanket certificates

7 Complete the information below. Check only one box.

I am the identified purchaser, and I certify that all of the purchases that I make from this seller are for resale.

I am the identified purchaser, and I certify that the following percentage, \_\_\_\_\_ %, of all of the purchases that I make from this seller are for resale.

## Step 5: Purchaser's signature

I certify that I am purchasing the property described in Step 3 from the stated seller for the purpose of resale.

\_\_\_\_\_  
Purchaser's signature

\_\_\_\_\_  
Date

**Note: It is the seller's responsibility to verify that the purchaser's Illinois account ID or Illinois resale number is valid and active. You can confirm this by visiting our web site at tax.illinois.gov and using the Verify a Registered Business tool.**

## General information

### When is a Certificate of Resale required?

Generally, a Certificate of Resale is required for proof that no tax is due on any sale that is made tax-free as a sale for resale. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

### Who keeps the Certificate of Resale?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified property.

**Do not** mail the certificate to us.

### Can other forms be used?

Yes. You can use other forms or statements in place of this certificate but whatever you use as proof that a sale was made for resale must contain

- the seller's name and address;
- the purchaser's name and address;
- a description of the property being purchased;
- a statement that the property is being purchased for resale;
- the purchaser's signature and date of signing; and
- either an Illinois account ID number, an Illinois resale number, or a certification of resale to an out-of-state purchaser.

**Note:** A purchase order signed by the purchaser may be used as a Certificate of Resale if it contains all of the above required information.

### When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale to any seller from whom all purchases made are sales for resale. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be for resale. In either instance, blanket certificates should be kept up-to-date. If a specified percentage changes, a new certificate should be provided. Otherwise, all certificates should be updated at least every three years.

## Specific instructions

### Step 1: Identify the seller

**Lines 1 and 2** Write the seller's name and mailing address.

### Step 2: Identify the purchaser

**Lines 3 and 4** Write the purchaser's name and mailing address.

**Line 5** Check the statement that applies to the purchaser's business, and provide any additional requested information.

**Note:** A statement by the purchaser that property will be sold for resale will not be accepted by the department without supporting evidence (e.g., proof of out-of-state registration).

### Step 3: Describe the property

**Line 6** On the lines provided, briefly describe the tangible personal property that was purchased for resale or list the invoice number and date of purchase.

### Step 4: Complete for blanket certificates

**Line 7** The purchaser must check the statement that applies, and provide any additional requested information.

### Step 5: Purchaser's signature

The purchaser must sign and date the form.



This document is to be completed by a purchaser whenever claiming exemption from sales/use tax. Certificates are valid for up to three years. Seller: Keep this certificate in your files. Purchaser: Keep a copy of this certificate for your records. Do not send to Department of Revenue.

Purchaser Name, Address, City, State, ZIP, General Nature of Business, Telephone Number

Seller Name, Address, City, State, ZIP

Purchaser is doing business as a:

- Retailer, Retailer Car Dealer, Wholesaler, Manufacturer, Governmental Agency, etc.

Purchaser is claiming exemption for the following reason:

- Resale, Leasing, Processing, Qualifying Farm Machinery/Equipment, etc.

Description of Purchase: Attach additional information if necessary. Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser, Title, Date

31-014a (08/16/11)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail.

- Qualifying Farm Machinery/Equipment: The farm machinery or equipment must be directly and primarily used in agricultural production; and must be: 1. a self-propelled implement such as a tractor, 2. a grain dryer, etc.

Qualifying Industrial Machinery/Equipment: This machinery or equipment must be: • used by a manufacturer • directly and primarily used in processing tangible personal property or certain other research activities

Qualifying Computers: • sold to commercial enterprise, insurance company, or financial institution • certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the Department rather than to the seller must enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt. NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, etc., for use by those organizations.

# The Habegger Corporation

## ATTENTION - ACCOUNTS PAYABLE

We At The Habegger Corporation Strive To Make Things Efficient For Our Customers.

### PAY BY FAX

Avoid paying postage and reduce the time it takes to have your payment posted with Habegger's 'PAY BY FAX' program! 'PAY BY FAX' may enable you to earn a 1% discount on payments made by the 10<sup>th</sup> of the month!

It's quick and easy to pay by fax, by following the instructions below:

1. Prepare your check and remittance detail as you normally would.
2. Prepare a cover sheet for your fax that contains your authorization to deposit a check from your faxed copy. Please indicate 'FAXED CHECK FOR DEPOSIT' to state that intention. (You may also email a copy to: paulalutrell@habeggercorp.com)
3. Fax both the check and remittance detail to attention of Paula Lutrell at: 309-693-2665.
4. **DO NOT MAIL** your original check! To do so could cause duplication of your payment.

#### OTHER PAYMENT OPTIONS:

**Check By Mail To:** P.O. Box 631453 Cincinnati, OH. 45263-1453

**Master Card/Visa:** There is a 2% convenience fee on all Credit Card Payments

### ELECTRONIC INVOICES/STATEMENTS

Speed up the time it takes to receive your invoices and statement. Habegger also offers Electronic Invoices and Statements. Should you elect to receive your Invoices and/or Statement via email then please provide us with the email address which you would like them sent to. Invoices are issued with each purchase and statements are submitted on a monthly basis.

You may also email your information to: [paulalutrell@habeggercorp.com](mailto:paulalutrell@habeggercorp.com)

<b>COMPANY NAME:</b>		
<b>NAME OF RECIPIENT:</b>		
<b>EMAIL ADDRESS:</b>		
<b>INVOICE ONLY</b> _____	<b>STATEMENT ONLY</b> _____	<b>BOTH</b> _____



## Request For Bank Credit Information

Date: \_\_\_\_\_

RE: \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Bank Account Number \_\_\_\_\_

- The above referenced account has applied to us for business credit in the amount of \$\_\_\_\_\_ and has given your bank as a reference. This is a new account for us with no prior credit experience. We would appreciate it if you would supply the information requested below.
  
- We are in the process of updating our credit files on this customer. Your bank was given as a reference. A summary of our experience includes:    Opened: \_\_\_\_\_    High Credit: \_\_\_\_\_    Balance Owing: \_\_\_\_\_  
 Payment Experience: \_\_\_\_\_

Sincerely,

**Please return a copy of this completed form to:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature    Title

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City/State/Zip

\_\_\_\_\_  
 Phone Number    Fax Number

**CHECKING ACCOUNT:**    Opened: \_\_\_\_\_                          Average Balance: \_\_\_\_\_

Returned Items:    Yes    No                          Satisfactory:    Yes    No

**LOANS:**  
 Opened: \_\_\_\_\_ High Credit: \_\_\_\_\_ Balance \_\_\_\_\_

Secured By: \_\_\_\_\_ Unsecured \_\_\_\_\_

Payment History \_\_\_\_\_

Opened: \_\_\_\_\_ High Credit: \_\_\_\_\_ Balance \_\_\_\_\_

Secured By: \_\_\_\_\_ Unsecured \_\_\_\_\_

Payment History \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Bank Signature    Title