



Remit to: PO Box 1365
 Bloomington, IL
 61702-1365
 (Tel) 309-820-0566
 (Fax) 309-820-0545

Credit Application

Date: _____

Business Name _____ Phone _____ Fax _____

Business Street Address/PO Box or RR _____

City/County/State/Zip _____

Home Office Street Address/PO Box or RR _____

City/County/State/Zip _____

Customer E-mail Address _____

Bank Reference Name _____

Bank Officer _____ Phone _____

Address/City/State/Zip _____

Tax Exempt Yes No Sales Tax Exemption Number _____

*(If yes, please provide copy of certificate)

Type of Ownership Proprietorship Partnership Corporation

Number of years in business _____ FEIN Number _____

Holt Supply Company location you will frequent most:

Bloomington Burlington Champaign

Galesburg Princeton Sioux Falls

Type of Business:

Contractor: Plumbing

Retail Store: Hardware, Appliances

Contractor: Plumbing, Heating, Cooling, HVAC Service
 *(Copy of Refrigerant Certificate required)

Apartment House Maintenance

Industrial Account, Manufacturing

Government Agency

Other (please specify) _____

Building Contractor

Purchase Order Required Yes No Shipping Tickets Prices Yes No

Send Invoices to Home Office Field or Branch Store Fax Invoice in lieu of U.S Mail

Monthly Statement Required Yes No Mail to Home Office Field or Branch Store

Contact Regarding Material, Returns _____ Phone _____

Contact Regarding Payables _____ Phone _____

Principal Suppliers with whom you have established credit

Name _____	Phone _____
Street Address/City/State/Zip _____	Fax _____
Name _____	Phone _____
Street Address/City/State/Zip _____	Fax _____
Name _____	Phone _____
Street Address/City/State/Zip _____	Fax _____
Name _____	Phone _____
Street Address/City/State/Zip _____	Fax _____

Principal Owner(s); Partners or Officers

Name _____	SS# _____	Title _____
Name _____	SS# _____	Title _____
Name _____	SS# _____	Title _____

All Purchases become due and payable on the 15th of the month following the invoice date or on specific terms designated on the invoice. Any invoice not paid within the terms will be considered past due. Purchaser agrees to pay a service charge of 2% per month (24% annually) on all balances past due. The undersigned personally guarantees all obligations to your company or companies extended as a result of this application for credit and it is hereby agreed, that if such account is placed in the hands of an attorney or is collected by suit, or through probate proceedings, promises to pay the principal and interest then due plus reasonable attorney’s fees and collection fees together with all costs of court.

Signed (individually) _____

Signed (individually) _____

Certificate of Resale

The undersigned hereby certifies that all tangible personal property hereafter purchased by him is for purposes of resale, and assumes liability for payment of Retailers’ Occupation Tax with respect to receipts from the resale of this property to users or consumers. This certificate shall be considered a part of each order which we shall give, unless such order otherwise specifies.

Firm Name _____ Date _____

Signature of Purchaser/Authorized Agent _____

0193-8096

 Certificate of Registration
 Holt Supply Number

 Certificate of Registration
 Number of Purchaser

OFFICE USE ONLY	
HSC Location Submitting App	1 2 3 5 7 8 9 10 12
Salesman Code	_____
SPS #	_____
Holt Supply Contact	_____



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

Purchaser Name, Address, City, State, Zip Code, General Nature of Business

Seller Name, Address, City, State, Zip Code

Purchaser is doing business as a:

- Retailer, Wholesaler, Manufacturer, etc.

Purchaser is claiming exemption for the following reason:

- Resale, Leasing, Processing, etc.

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

Signature of Purchaser, Title, Date

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 (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, maintenance and efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock operations
6. an essential replacement part for 1, 2, 3, 4, 5
7. bailing wire, twine, wrapping and other similar items used in agricultural, livestock or dairy production
8. auger systems, curtains, curtain systems, drip systems, fan and fan systems, shutters, inlets and shutter or inlet systems and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.

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
certain replacement parts for the above; this does not include supplies

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 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.