



## **APPLICATION FOR COMMERCIAL CREDIT**

FIRM NAME: \_\_\_\_\_ TRADE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Full name of owner or owners (or an authorized officer of corporation): \_\_\_\_\_

List home address and zip code for partnership or individual: \_\_\_\_\_

Please check one: Individual ☐ Partnership ☐ Corporation ☐

Type of business: \_\_\_\_\_ Date started: \_\_\_\_\_ Est. annual sales: \_\_\_\_\_

Former business: \_\_\_\_\_ Location: \_\_\_\_\_

Own or rent building? \_\_\_\_\_ If rent, from whom? \_\_\_\_\_ Tel. #: \_\_\_\_\_

Federal Tax #: \_\_\_\_\_

### **OPTION FOR RECEIVING INVOICES AND STATEMENTS (instead of via US Mail) CHECK BOX**

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Email address for invoices: \_\_\_\_\_ Email address for statements: \_\_\_\_\_  
\_\_\_\_\_

☐ **ORDER ONLINE (complete to be set up online)**

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

### **PURCHASER INFORMATION**

Purchaser/Buyer Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BANK REFERENCE**

Bank Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Person to contact: \_\_\_\_\_

**TRADE REFERENCES**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Tel. #: \_\_\_\_\_

Tel. #: \_\_\_\_\_

Fax # \_\_\_\_\_

Fax # \_\_\_\_\_

Est. Purchases: Annual: \_\_\_\_\_

Est. Purchases: Annual: \_\_\_\_\_

Monthly: \_\_\_\_\_

Monthly: \_\_\_\_\_

Name: \_\_\_\_\_

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

Tel. #: \_\_\_\_\_

Fax # \_\_\_\_\_

Est. Purchases: Annual: \_\_\_\_\_

Monthly: \_\_\_\_\_

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Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with the following terms:

- Payments are due on or before the 10<sup>th</sup> of the month following purchase. Accounts remaining unpaid after the 15<sup>th</sup> of the month are considered past due.
- Unpaid past due balances will be subject to a service charge of 18% (1½% per month).
- If account goes past due and has to be handed to a third party, you will be responsible for collection and/or attorney fees.
- This guaranty shall be construed under and governed by the laws of the state of Minnesota. The undersigned consents to the personal jurisdiction of the Federal and State courts located in the state of Minnesota, waives any argument that such a forum is not convenient, and agrees that any litigation relating to the guaranty shall be venued in either the State or Federal courts in the state of Minnesota.

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The above information is given for the purpose of obtaining credit and is guaranteed to be true. I/WE hereby authorize HANCO CORP. to investigate the references listed pertaining to my/our credit and financial responsibility.

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**SALES & USE TAX CERTIFICATE – MULTIJURISDICTION**Issued to Seller: Hanco CorporationAddress: 2855 Eagandale Blvd. Eagan, MN 55121

I certify that: \_\_\_\_\_ is engaged as a registered:

Name of Firm (Buyer): \_\_\_\_\_ Wholesaler \_\_\_\_\_  
 \_\_\_\_\_ Retailer \_\_\_\_\_  
 \_\_\_\_\_ Manufacturer \_\_\_\_\_  
 \_\_\_\_\_ Lessor \_\_\_\_\_  
 \_\_\_\_\_ Other (Specify) \_\_\_\_\_

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale ingredients or components of a new product or service<sup>1</sup> to be resold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Description of Business: \_\_\_\_\_

|                                                                                                                                      |                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Check the boxes below for the products for which you are claiming exemption:                                                         |                                                                       |
| <input type="checkbox"/> Tires, tubes, wheels, flaps, valves, valve hardware, chain, alignment parts, o-rings, wheel parts, chloride |                                                                       |
| <input type="checkbox"/> Wheel weights                                                                                               | <input type="checkbox"/> Lubricants                                   |
| <input type="checkbox"/> Patches                                                                                                     | <input type="checkbox"/> Equipment, tools, accessories, shop supplies |
| <input type="checkbox"/> Retread items                                                                                               | <input type="checkbox"/> Other:                                       |

| State            | State Registration, Seller's Permit, or ID Number of Purchaser |
|------------------|----------------------------------------------------------------|
| IL <sup>7</sup>  | _____                                                          |
| IA               | _____                                                          |
| MI <sup>11</sup> | _____                                                          |
| MN <sup>12</sup> | _____                                                          |
| MO               | _____                                                          |
| ND               | _____                                                          |

| State            | State Registration, Seller's Permit, or ID Number of Purchaser |
|------------------|----------------------------------------------------------------|
| NE <sup>13</sup> | _____                                                          |
| SD <sup>18</sup> | _____                                                          |
| WI               | _____                                                          |
| OTHER:           | _____                                                          |
|                  | _____                                                          |
|                  | _____                                                          |

I further certify that if any property or service so purchased tax free is used or consumed by the firm as to make it subject to a Sales or Use Tax, we will pay the tax due directly to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be a part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the city or state.

Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: \_\_\_\_\_  
 (Owner, Partner or Corporate Officer)

Title: \_\_\_\_\_

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

## INSTRUCTIONS REGARDING UNIFORM SALES & USE TAX CERTIFICATE

### To Seller's Customers:

In order to comply with the majority of state and local tax law requirements, the seller must have in its files a properly executed exemption certificate from all of its customers who claim a sales tax exemption. If the seller does not have this certificate, it is obliged to collect the tax for the state in which the property or service is delivered.

If the buyer is entitled to sales tax exemption, the buyer should complete the certificate and send it to the seller at its earliest convenience. If the buyer purchases tax free for a reason for which the form does not provide, the buyer should send the seller its special certificate or statement.

### Caution to Seller:

In order for the certificate to be accepted in good faith by the seller, seller must exercise care that the property or service being sold is of a type normally sold wholesale, resold, leased, rented or incorporated as an ingredient or component part of a product manufactured by buyer and then resold in the usual course of its business. A seller failing to exercise due care could be held liable for the sales tax due in some states or cities. Misuse of this certificate by seller, lessor, buyer, lessee, or the representative thereof may be punishable by fine, imprisonment, or loss of right to issue certificate in some states or cities.

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### Notes:

7 Illinois: "Good faith" is not the standard of care to be exercised by a retailer in Illinois. A retailer in Illinois is not required to determine if the purchaser actually intends to resell the item. Instead, a retailer must confirm that the purchaser has a valid registration or resale number at the time of purchase. If a purchaser fails to provide a certificate of resale at the time of sale in Illinois, the seller must charge the purchaser tax. Use of this certificate in Illinois is subject to the provisions of 86 Ill Adm. Code Ch I, Sec. 130,1405. Illinois does not have an exemption on sales of property for subsequent lease or rental, nor does the use of this certificate for claiming resale purchases of services have any application in Illinois.

The registration number to be supplied next to Illinois on page 1 of this certificate must be the Illinois registration or resale number; no other state's registration number is acceptable.

While there is no statutory requirement that blanket certificates of resale be renewed at certain intervals, blanket certificates should be updated periodically, and no less frequently than every three years.

11 Michigan: Effective for a period of four years unless a lesser period is mutually agreed to and state on this certificate. Covers all exempt transfers when accepted by the seller in "good faith" as defined by Michigan statute.

12 Minnesota: A. Does not allow a resale exemption for purchases of taxable services for resale in most conditions.  
B. Allows an exemption for items used only once during production and not used again.

13 Nebraska: A blanket certificate is valid for 3 years from the date of issuance.

18 South Dakota: Services which are purchased by a service provider and delivered to a current customer in conjunction with the services contracted to be provided to the customer are considered to be for resale. Receipts from the sale of a service for resale by the purchaser are not subject to sales tax if the purchaser furnishes a resale certificate which the seller accepts in good faith. In order for the transaction to be a sale for resale, the following conditions must be present:

- 1) The service is purchased for or on behalf of a current customer
- 2) The purchaser of the service does not use the service in any manner, and
- 3) The service is delivered or resold to the customer without any alteration or change