



3575 Stern Avenue  
St. Charles, Illinois 60174  
800-678-2544  
fax 800-678-0857

**Application for Credit**

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

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Type of Ownership:** \_\_\_\_\_ **Corp** \_\_\_\_\_ **Partnership** \_\_\_\_\_ **Individual** \_\_\_\_\_ **LLC**  
*(Please check one)*

**If Incorporated, please provide date of Incorporation:** \_\_\_\_\_ **D & B No.** \_\_\_\_\_

**FEIN Number:** \_\_\_\_\_ **State Sales Tax Exempt Number:** \_\_\_\_\_  
*Please include a copy of your certificate or use the attached form*

**Main Phone:** \_\_\_\_\_ **Main Fax:** \_\_\_\_\_

**A/P Contact:** \_\_\_\_\_ **A/P Phone:** \_\_\_\_\_

**A/P Fax:** \_\_\_\_\_ **A/P Email:** \_\_\_\_\_

**Please choose preferred delivery method of Invoices :** **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<b>Name of Principal Officers / Owners:</b>	<b>Title Of Pricipal</b>
_____	_____
_____	_____
_____	_____

**Bank Reference:**

**Bank Name:** \_\_\_\_\_ **Bank Officer:** \_\_\_\_\_

**Main Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

(Continued)



3575 Stern Avenue  
St. Charles, Illinois 60174  
800-678-2544  
fax 800-678-0857

**Business References:**

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

**Main Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Credit Line:** \_\_\_\_\_ **# of Years** \_\_\_\_\_

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

**Main Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Credit Line:** \_\_\_\_\_ **# of Years** \_\_\_\_\_

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

**Main Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Credit Line:** \_\_\_\_\_ **# of Years** \_\_\_\_\_

**PERSONAL / CORPORATE GUARANTEE**

Applicant certifies that the information provided on and with this form is complete and correct and that the undersigned is authorized to execute this form on behalf of the Applicant. Applicant authorizes Manufactured Specialties, Inc. hereafter referred to as "MSI" to obtain credit reports, and to take such other steps as MSI deems appropriate to verify (and from time to time re-verify) the information provided with this form.

Applicant further agrees to execute and deliver to MSI such other forms, and take such other action as MSI requests in furtherance of the foregoing. Applicant authorizes MSI to release credit information concerning

Applicant to other creditors, guarantors, credit bureaus, credit reporters, and to MSI's agents and subsidiaries.

Applicant agrees to promptly notify MSI in writing of any changes in name, address or location of assets of Applicant.

Applicant acknowledges that MSI does not accept any terms or conditions listed on buyers purchase order unless actually agreed to in writing.

Applicant understands that credit shall be extended in consideration of payment in full within terms as stated on MSI invoices and interest at the rate of 18% per annum for any sums outstanding over thirty (30) days.

Applicant acknowledges that Illinois's version of the UCC (13 IL. C.S.A. § 1101 et seq.) shall govern all future contracts between MSI and the buyer.

Applicant acknowledges that, notwithstanding any provisions of Illinois's version of the UCC, title to the goods delivered to me by MSI shall have the right to retake into its possession, before or after the commencement of any law suit, any goods sold to applicant for which payment is due over thirty (30) days.

Applicant acknowledges that in the event that an account is turned over to collection, buyer agrees to pay all costs of collection

**Signature of Company Officer:** \_\_\_\_\_

*In signing this document, I acknowledge I have read and agree to the terms as listed above*

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

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



# CRT-61 Certificate of Resale

## Step 1: Identify the seller

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

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

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

## 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. \_\_\_\_\_  
Registration 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 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 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 registration or Illinois resale number is valid and active.

## 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 registration 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.

