



**AETNA**  
PLYWOOD

Chicago (Maywood) 708-343-1515 fax 708-343-1101

Rockford 815-968-0921 fax 815-968-4720

Indianapolis 317-353-6281 fax 317-356-3503

#### APPLICATION INFORMATION FOR NEW AND RENEWAL ACCOUNTS

Thank you for your interest in opening an account with Aetna Plywood, Inc. We enclose our new customer package for you to complete; there are two pages for your business information and an additional page is needed for your sales tax exemption (if your business is in Illinois, Indiana, Michigan or Wisconsin only). All the information on each page is important for us to correctly set-up your account and to provide you with the best service.

If you are applying for a COD account, we still need all the information to be completed.

Simply fill out both of the pages of the application completely and sign in the two spaces provided on the first page and the one space on the second page. Unsigned forms will not be processed. Please do not use a pencil or a very fine point pen - their images do not fax well.

Charge accounts and credit limits are established using a uniform method. We look at several factors and we emphasize the age and size of the business. Please be sure to provide the number of years in business and the number of employees in the spaces on the first page. Page two asks for credit references, this information is required for open accounts.

When you have completed pages and signed all the spaces then fax the pages back to us at:

Chicago (Maywood) 708-343-1101  
Rockford 815-968-4720  
Indianapolis 317-356-3503

The tax certification is required of us by the states of Illinois, Indiana, Michigan and Wisconsin. We must have your signature on the appropriate tax form of one of these states before we will open the account. If you would like for us to charge tax on your purchases, please write on the tax form, "Charge my account tax" and sign your name under it. If your business is not in Illinois, Indiana, Michigan or Wisconsin then we do not need a tax form from you; tax will not be charged to you.

All of us, from our experienced sales and order fulfillment team to our skilled distribution group, look forward to welcoming you as an important customer.

***Now everything from hardwood to hardware!***

# AETNA PLYWOOD, INC.

1401 St. Charles Rd., Maywood, IL 60153

Continued on page 2 of form, this is page 1

(708) 343-1515 fax (708) 343-1101

<b>Legal Name of Business</b>		<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership
		<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corp (LLC)
Years in business	Number of employees	Federal Identification Number

Mailing Address (street and number)	Phone
	Fax
City/State/Zip	E-Mail Address

<b>Your Ship To Address, if different from mailing address</b>	<b>Special delivery instructions</b>
	<input type="checkbox"/> Hand unload <input type="checkbox"/> Side unload
	<input type="checkbox"/> Drive on <input type="checkbox"/> 40' truck okay
<b>Nearby major intersecting streets, highways or roads:</b>	Receiving Hours _____

<b>Owners, Partners, or Corporate Officers:</b>	<b>Social Security Number</b>
(1) Name and title	
(2) Name and title	<b>Social Security Number</b>
(3) Name and title	<b>Social Security Number</b>

The undersigned hereby consents to Aetna Plywood Inc.'s use of a non-business consumer credit report on the undersigned in order to further evaluate the credit worthiness of the undersigned as principal, proprietor, partner and/or guarantor in connection with the extension of business credit as contemplated by this credit application. The undersigned hereby authorizes Aetna Plywood Inc. to utilize a consumer credit report on the undersigned from time to time in connection with the extension or continuation of the business credit represented by the credit application. The undersigned as individual hereby knowingly consents to the use of such credit report consistent with the Federal Fair Credit Reporting Act.

**Applicant's signature:** ✓ \_\_\_\_\_  
**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PERSONAL GUARANTY

The undersigned hereby personally guarantees any existing or hereinafter created indebtedness by the Applicant to Aetna Plywood, Inc, and waives presentment and demand for payment, notice of payment, notice of non-payment, protest and notice of protest, and consents without notice of any extensions of time or increase in the amount of the credit given. This is intended to be continuing guarantee and shall continue as to all new indebtedness incurred unless and until a written notice is served upon Aetna Plywood, Inc. by certified mail-return receipt requested; declaring said personal guarantee shall not apply to future purchases. Guarantor consents to allow Aetna Plywood Inc. to change or modify the terms of sale without notice to or authorization of the guarantor. Guarantor assumes all responsibility for staying advised as to the Applicant's financial condition and risk.

**Guarantor's Signature as individual:** ✓ \_\_\_\_\_ **Date:** \_\_\_\_\_  
(not in the capacity of corporate officer)

For Office Use Only				
Class:	Salesperson:	Mailing:	Customer Number:	Approved/Date:

**Trade References:** *Where* do you purchase these products and *how many* dollars do you purchase each month?

Plastic Laminate	Particle Board	Hardwood Lumber	Other:
_____	_____	_____	_____
\$ _____	\$ _____	\$ _____	\$ _____

**Do you have open account with your current suppliers?**

Yes  No

**Do you prefer COD terms from Aetna?**

Yes  No

Primary Business Classification

Cabinets and Tops  Millwork  Displays  Other, \_\_\_\_\_

Who is authorized to place orders?

\_\_\_\_\_

Who do we speak to about accounts payable?

\_\_\_\_\_

## AGREEMENT FOR A COMMERCIAL ACCOUNT WITH AETNA PLYWOOD, INC.

Applicant hereby applies to Aetna Plywood, Inc. ("Aetna") to open a commercial account in Applicant's name and hereby requests Aetna from time to time to extend credit to enable Applicant to buy merchandise from Aetna for business or commercial purposes only. As an inducement to Aetna to extend credit, and in consideration of Aetna agreeing to extend credit to Applicant, Applicant states as follows:

1. Applicant represents and warrants that all information including but not limited to the information on the Application for Credit, given in connection with this Application and Agreement ("Agreement") is true and correct as of the date of this application. Applicant agrees to provide Aetna with notice of changes to the information contained on the face and back of this agreement as they occur.
2. Applicant agrees to pay within thirty days of the date of the invoice for all merchandise delivered on that invoice. ("Payment Due Date")
3. If any invoice remains unpaid after the Payment Due Date then Aetna has the right to not deliver further orders and need not notify Applicant.
4. If any amount due for any merchandise remains unpaid on the last business day of the month in which the Payment Due Date falls, Applicant shall pay to Aetna a late charge on all past due amounts from the first day of the month immediately following the month in which the Payment Due Date falls until such amounts are paid in full.
5. The late charge shall be two percent per month, equaling an annual percentage rate of twenty-four percent.
6. If applicant pays any invoice with a check, and the check is returned from Applicant's bank unpaid for any reason, Applicant will pay a service charge of thirty-five dollars or one half of one percent of the face amount of the check, whichever, is greater. The service charge will be along with any late charges that may be applicable.
7. Applicant agrees that for any merchandise to be returned, if approved by Aetna, applicant will incur a restocking charge and further responsibility for shipping and handling charges.
8. This agreement shall be a continuing agreement and shall apply to each purchase of merchandise. Applicant agrees that Aetna can change or amend any of the terms of this Agreement. Applicant's continued use of the commercial charge account after the effective date of the amendment or change shall be deemed acceptance of the changed terms.
9. Applicant may terminate this Agreement at will at any time by written notice to Aetna. Such termination to be effective following the receipt of the notice. Termination of this Agreement shall result in all subsequent purchases to be shipped on a prepaid basis only.
10. Applicant agrees to hold harmless Aetna Plywood, Inc. for any damages resulting from the withholding and/or delaying of the shipment of merchandise to applicant resulting from events outside the control of Aetna Plywood, Inc.
11. Applicant agrees to submit to the jurisdiction of the Circuit Court of Cook County, Illinois.
12. Applicant and Aetna hereby waive the right to a jury trial for any claim arising from the enforcement of this agreement.
13. Applicant will pay all expenses, including reasonable attorneys' fees, incurred by Aetna in the enforcement of the agreement and the collection of any charges due thereunder.
14. Aetna's failure to exercise any of its rights hereunder shall not be deemed a waiver of Aetna's rights under this agreement.

The applicant, whose signature appears below, ("Applicant") hereby authorizes Aetna to request and to obtain credit information from Applicant's trade, bank and personal references. Applicant authorizes the references contacted by Aetna to release to Aetna the information concerning the status and conduct of the Applicant's business and personal credit. Applicant states that they have read all the terms and conditions stated on page 1 and page 2 of this form. Applicant agrees that those terms and conditions govern this application for an account.

**Applicant's signature:** ✓ \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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



# 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.



**Form ST-105** SF# 49065 (Rev 1/00)

**Indiana Department of Revenue General Sales Tax Exemption Certificate**

This form is not to be used as an Agricultural or Utility Exemption Certificate. Company Exemption Certificates are not valid for personal purchases.

Name \_\_\_\_\_ TID# \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

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

**Blanket**     **Single Purchase**    Description of Articles \_\_\_\_\_

Sale to Retailer, Wholesaler or Manufacturer for **Resale Only**

Sale of Manufacturing Machinery, Tools and Equipment to be Used Directly in Direct Production

Sales to Not-for-Profit Organizations, Claiming Exempt Purchases Pursuant to Sales Tax Information Bulletin #10

**Note:** Many purchases by Not-for-Profit Organizations are subject to Sales Tax; therefore, purchasers are cautioned to read Sales Tax Information Bulletin #10 before signing this certificate.

Sales to Governmental Units

Other (Explain) \_\_\_\_\_

I hereby certify under the penalties of perjury, that the property that is to be purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the **State Gross Retail Sales Tax Act**.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

# WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One  Single Purchase  Continuous

Purchaser's Business Name	Purchaser's Address
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The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, or renting: \_\_\_\_\_

(Description of Property or Services Sold by Purchaser)

General description of property or services purchased (itemize property purchased if "single purchase"): \_\_\_\_\_

Seller's Name	Seller's Address
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## PROPOSED EXEMPT USE

**Resale** \_\_\_\_\_ (Enter seller's permit or use tax certificate number)

**Manufacturing**

- Tangible personal property becoming an ingredient or component part, or which is consumed or destroyed or loses its identity, in the manufacture of tangible personal property destined for sale, but not including fuel or electricity, unless the fuel or electricity is consumed or destroyed or loses its identity in the manufacture of shoppers guides, newspapers, or periodicals, whether or not destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, installation, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed thereon. Tools used to repair exempt machines are not exempt.
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt \_\_\_\_\_%)

**Farming** (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, or custom farming services.)

- Tractors (except lawn and garden tractors) and farm machines, including accessories, attachments, parts and repair service.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Baling twine and baling wire.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.
- All-terrain vehicles (ATV) used exclusively in farming, not licensed for public use.

**Federal and Wisconsin Governmental Units**

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, and Fox River Navigational System Authority.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

**Other**

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. \_\_\_\_\_.
- Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. \_\_\_\_\_.
- Tangible personal property to be resold by \_\_\_\_\_ on my behalf where \_\_\_\_\_ is registered to collect and remit sales tax to the Department of Revenue on such sales.
- Tangible personal property or services purchased by a Native American with enrollment # \_\_\_\_\_, who is enrolled with and resides on the \_\_\_\_\_ Reservation, where buyer will take possession of such property or services.
- Tangible personal property becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt \_\_\_\_\_%)
- Electricity, natural gas, fuel oil, propane, coal, steam and wood used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential .....	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm .....	_____ %	_____ %	_____ %

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

- Percent of printed advertising material solely for out-of-state use. \_\_\_\_\_ %
- Other purchases exempted by law. (State items and exemption). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.*

Authorized Signature	Title	Date
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(DETACH AND PRESENT TO SELLER)

## INSTRUCTIONS

This certificate may be used to claim exemption from Wisconsin state, county, baseball and football stadium, and premier resort sales or use taxes and replaces all sales and use tax exemption certificates, except for the following: Certificate of Exemption for Rental Vehicles (Form RV-207), Construction Contract Entered Into Before the Effective Date of County or Football Stadium Tax (Form S-207CT), and a Wisconsin Direct Pay Permit. (**Note:** Form S-211 may be used by a purchaser claiming the direct pay exemption, if the purchaser checks the “other purchases exempt by law” line and enters all the required direct pay information.)

Under the sales and use tax law, all receipts from sales of tangible personal property or taxable services are subject to the tax until the contrary is established. However, a seller who accepts in “good faith” a valid exemption certificate is relieved of any responsibility for collection or payment of the tax upon transactions covered by the certificate. A valid certificate is one which is completely filled in and discloses a specific exemption claim appropriate to the business or activity being conducted by the purchaser. The seller should be familiar with the various exemption requirements and the instructions for using this certificate.

**RESALE:** A purchaser using the resale exemption is attesting that the tangible personal property or taxable services being purchased will be resold, leased, or rented. However, in the event any such property is used for any purpose other than retention, demonstration, or display while holding it for sale, lease, or rental in the regular course of business, the purchaser is required to report and pay the tax on the purchase of the property.

The following purchasers may make purchases for resale even though they do not hold a Wisconsin seller’s permit or use tax certificate: (a) A wholesaler who only sells to other sellers for resale may insert “Wholesale only” in the space for the seller’s permit number; (b) A person who only sells or repairs exempt property, such as to a manufacturer or farmer, may insert “Exempt sales only”; (c) A nonprofit organization may insert “Exempt sales only” if its subsequent sales of the tangible personal property or taxable services are exempt as occasional sales; or (d) A person registered as a seller in another state who makes no taxable retail sales in Wisconsin may insert the name of the state in which registered and that state’s seller’s permit or use tax certificate number. However, a supplier may not accept the resale exemption from a business not holding a Wisconsin seller’s permit or use tax certificate, if the sale involves the supplier’s delivery of goods to a consumer in Wisconsin (i.e., drop shipment).

A resale exemption may be granted if the purchaser is unable to ascertain at the time of purchase whether the property will be sold or will be used for some other purpose. If the items are used in a taxable manner, then sales or use tax is due on the purchase of the items.

**MANUFACTURING:** “Manufacturing” is defined as “*the production by machinery of a new article with a different form, use and name from existing materials by a process popularly regarded as manufacturing.*”

**FARMING:** This certificate may not be used by farmers to claim exemption for the purchase of motor vehicles or trailers for highway use, lawn or garden tractors, snowmobiles, or for items used for the personal convenience of the farmer. When claiming an exemption for an ATV which is also registered for public use, a written description including the percentages of time for personal and farm use, must be submitted with the ATV Registration Application.

Gross receipts from the sale of electricity, natural gas, and other fuels for use in farming are exempt all 12 months of the year. Farmers claiming this exemption should check the box for electricity and fuel located in the “Other” section.

This certificate cannot be used as an exemption for paying Wisconsin motor vehicle fuel tax.

**FEDERAL AND WISCONSIN GOVERNMENTAL UNITS:** This exemption may only be accepted from federal and Wisconsin governmental units and replaces the requirement for having a purchase order from the governmental unit or recording on invoices the Certificate of Exempt Status (CES) number of the governmental unit. Governmental units of other countries and states may not use this exemption certificate. The governmental unit should check the box that best describes their unit of government.

### OTHER:

**Containers:** This exemption applies regardless of whether or not the containers are returnable. Containers used by the purchaser only for storage or to transfer merchandise owned by the purchaser from one location to another do not qualify for the exemption.

**Common or contract carriers:** The exemption available to common or contract carriers for certain vehicles and repairs listed on this certificate applies only to those units used “exclusively” in such common or contract carriage. The fact that a carrier holds a LC or IC number is not in itself a reason for exemption.

**Organizations holding a Certificate of Exempt**

**Status (CES) number:** Sales of tangible personal property or taxable services sold “directly” to certain nonprofit organizations are exempt only if the organization holds a CES number issued by the Wisconsin Department of Revenue. However, a similar out-of-state organization may use this exemption to purchase without tax even though it has not been issued a Wisconsin Certificate of Exempt Status number. Taxable charges (for lodging, meals, auto rental, etc.) incurred by an employe of an exempt organization when the employe is on a business trip are exempt, provided the retailer issues the billing or invoice in the name of the exempt organization, the Certificate of Exempt Status number is entered on the billing or invoice, and the retailer retains a copy of that document.

**Waste treatment facilities:** The exemption applies to the sale of tangible personal property to a contractor for incorporation into real property which is part of an industrial or commercial waste treatment facility that qualifies for property tax exemption or a Wisconsin or federal governmental waste treatment facility.

**Electricity, natural gas, fuel oil, coal, steam and wood used for fuel:**

Gross receipts from the sale of electricity and natural gas for residential use during the months of November through April are exempt from sales and use tax.

Gross receipts from sales of fuel oil, propane, coal, steam, and wood used for fuel sold for residential use are exempt from sales or use tax.

Gross receipts from the sale of fuel and electricity for use in farming are exempt all year. This exemption does not include lubricants (e.g., oils) and antifreeze.

A retailer of electricity, fuel, or natural gas shall have a signed exemption certificate for exempt sales for residential or farm use unless any of the following apply:

1. 100% of the electricity, fuel, or natural gas is for exempt use.
2. The sale is to an account which is properly classified as residential or farm pursuant to schedules which are filed for rate tariff with the Wisconsin Public Service Commission which are in force at the time of sale.
3. The sale is to an account which is properly classified as residential or farm for classification purposes as directed by the Federal Rural Electrification Administration.

“Farm use” means used in farming, including use in a tractor or other farm machines used directly in farming, in a furnace heating a farm building, in providing lighting in farm buildings, and use in operating motors of machines used directly in farming.

“Residential use” means use in a structure or portion of a structure which is a person’s permanent principal residence. It does not include use in motor homes, travel trailers, other recreational vehicles, or transient accommodations. “Transient accommodations” means rooms or lodging available to the public for a fee for a continuous period of less than one month in a building such as a hotel, motel, inn, tourist home, tourist house or court, summer camp, resort lodge, or cabin.

**Other purchases exempted by law include:**

1. Printed material which is designed to advertise and promote the sale of merchandise, or to advertise the services of individual business firms, which printed material is purchased and stored for the purpose of subsequently transporting it outside the state by the purchaser for use thereafter solely outside the state.
2. Parts, supplies, or repairs for a school bus used exclusively as a contract carrier pursuant to a contract with a school or other organization.
3. Waste reduction and recycling machinery and equipment, including parts and repairs, which are exclusively and directly used for waste reduction and recycling activities.
4. Railway cars, locomotives, and other rolling stock used in railroad operations, or accessories, attachments, parts, lubricants, or fuel therefor.
5. Commercial vessels and barges of 50-ton burden or over engaged in interstate or foreign commerce or commercial fishing, and accessories, attachments, parts, and fuel therefor.

**QUESTIONS:** If either the purchaser or the seller has any questions regarding the completion or use of this exemption certificate, please contact the department by:

Telephone: (608) 266-2776  
Fax: (608) 267-1030  
E-mail: sales10@dor.state.wi.us

Write: Wisconsin Department of Revenue  
PO Box 8902  
Madison WI 53708-8902

Website: [www.dor.state.wi.us](http://www.dor.state.wi.us)

# Michigan Sales and Use Tax Certificate of Exemption

TO BE RETAINED IN THE SELLER'S RECORDS - DO NOT SEND TO TREASURY.

This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1 - CHECK ONE OF THE FOLLOWING

- One time purchase
- Blanket certificate (Note: A blanket certificate is valid for four years from the date of signature unless an earlier expiration date is listed below)  
Expiration date, if less than four years: \_\_\_\_\_.

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made under this certificate from \_\_\_\_\_ and certifies  
(Vendor's Name)  
that this claim is based upon the purchaser's proposed use of the items or services, or the status of the purchaser.

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

- All items purchased
- Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

- For Resale at Retail - Sales Tax Registration Number: \_\_\_\_\_
- For Resale at Wholesale - No Number Required
- For Lease - Use Tax Registration Number: \_\_\_\_\_
- Agricultural Production - No Number Required (Describe) \_\_\_\_\_
- Industrial Processing - No Number Required
- Government Entity, Nonprofit School, Nonprofit Hospital, and Church (Circle type of organization.)
- Nonprofit Internal Revenue Code Section 501(c)(3) and 501(c)(4) Exempt Organizations (Attach copy of IRS letter ruling).
- Nonprofit Organizations with an Exempt letter from the State of Michigan (Attach a copy of State's letter)
- Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

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

Area Code / Telephone No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature and Title \_\_\_\_\_ Date Signed \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_ Social Security No. or FEIN \_\_\_\_\_