

# J & W Counter Tops, Inc.

Email this form to  
info@jwcountertops.com

Springfield, IL  
(217)544-0876

www.jwcountertops.com  
email: info@jwcountertops.com

Quincy, IL  
(217)224-6640

"Creditor" is J & W Counter Tops, Inc.

## Credit Application

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

"Customer" is \_\_\_\_\_

Billing Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Delivery Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business:

Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Limited Liability \_\_\_\_\_ Corporation \_\_\_\_\_

Date Established: \_\_\_\_\_ Type of Business: \_\_\_\_\_ Resale Tax No. \_\_\_\_\_

Customers Estimated Monthly Credit Requirements from Creditor: \$ \_\_\_\_\_

### PRINCIPAL OWNERS - PARTNERS - OFFICERS

Name	Title	City	State	Mailing Address	Home Phone	FEIN or SS#

**Customer Payment** -In consideration for any extension of credit, customer agrees to the terms hereof and to the conditions of sale set forth on each invoice. Customer agrees to pay service charges of 1.5 % per month (or the maximum allowable contract rate under state statutes) computed on the unpaid delinquent balance until the account is paid in full. If customer's account is placed for collection, customer agrees to pay all collection fees, attorney's fees and courts costs associated with the collection of the delinquent amount. Customer agrees that dealings between Creditor and Customer shall be governed by and interpreted in accordance with the laws of the State of Illinois and the jurisdiction of the courts of Illinois. Credit policies are subject to change at the discretion of Creditor.

**Personal Guaranty**- In consideration of Creditor extending credit to Customer, the undersigned personally and individually guarantee unconditionally full and prompt payment of past, present and future obligations and terms due Creditor from Customer. The undersigned consent to any extension of time for payment and assert that this is a continuing guaranty of payment to Creditor until revoked in writing. The Principal Owners, Partners and or Officer(s) must sign below as individual's signatures only, no corporate titles.

**Delivery/Receipt** - any signed document transmitted by facsimile machine or electronically shall be treated in all manner and respects, as an original document. The signature of any party upon a document transmitted by facsimile machine or electronically shall be considered an original signature.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Please Return To: J & W Counter Tops, Inc. 600 North Street, Springfield, IL 62704

Fax: 217-527-1315, E-Mail: [info@jwcountertops.com](mailto:info@jwcountertops.com)

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## BANK REFERENCES

Please complete and sign the attached authorization form. Include name of bank(s) you do business with.

1) Bank Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Persons to Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Account Type: \_\_\_\_\_ Account Numbers: \_\_\_\_\_

2) Bank Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Persons to Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Account Type: \_\_\_\_\_ Account Numbers: \_\_\_\_\_

**TRADE REFERENCES** - List at least three. Additional trade references may be attached.  
**IMPORTANT** - References Must Include Fax Numbers or E-Mail Addresses

1) Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Account Number: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Account Number: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Delivery/Receipt** - any signed document transmitted by facsimile machine or e-mail shall be treated in all manner and respects, as an original document. The signature of any party upon a document transmitted by fax shall be considered an original signature.

The above information is submitted for the sole purpose of opening an account and I hereby certify the information to be true.

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please Return To: J & W Counter Tops, Inc. 600 North Street, Springfield, IL 62704  
Fax: 217-527-1315, E-Mail: [info@jwcountertops.com](mailto:info@jwcountertops.com)

**CRT-61 Certificate of Resale****Step 1: Identify the seller**1 Name J & W COUNTER TOPS, INC.2 Business address 600 NORTH STREET

<u>SPRINGFIELD</u>	<u>IL</u>	<u>62704</u>
City	State	Zip

**Step 2: Identify the purchaser**

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

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

City	State	Zip
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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.

**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](http://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.

**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     /    /    **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.