



Remit to: PO Box 1365  
Bloomington, IL  
61702-1365  
(Tel) 309-820-0566  
(Fax) 309-820-9744

# 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 \_\_\_\_\_

e-mail Invoices to \_\_\_\_\_ Monthly Statement Yes  No

Bank Reference Name \_\_\_\_\_

Bank Officer \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Tax Exempt  Yes  No Sales Tax Exemption Number \_\_\_\_\_

\*(If yes: attached is your State's sales tax exemption certificate. This form **must** be completed in full, signed, and returned with a copy of your company's registration license.)

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  Apartment House Maintenance
- Industrial Account, Manufacturing  Government Agency
- Other (please specify)  Building Contractor

\*(Copy of Refrigerant Certificate required)

Purchase Order Required  Yes  No Shipping Tickets Prices  Yes  No

Contact Regarding Material, Returns \_\_\_\_\_ Phone \_\_\_\_\_

e-mail: \_\_\_\_\_

Contact Regarding Payables \_\_\_\_\_ Phone \_\_\_\_\_

e-mail: \_\_\_\_\_

**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

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



# 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. \_\_\_\_\_  
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.

## 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 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.

## 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.



# SF-587 Equipment Exemption Certificate

### Step 1: Identify the seller

The seller must keep this certificate.

Name \_\_\_\_\_

Address \_\_\_\_\_  
Number and street

Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### Step 2: Identify the purchaser (lessor)

Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Number and street

Date of purchase \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Write the purchaser's Illinois account ID number, FEIN or SSN.

Illinois account ID number \_\_\_\_\_

FEIN \_\_\_\_\_ SSN \_\_\_\_\_

### Step 3: Identify the lessee

Name \_\_\_\_\_

Address \_\_\_\_\_  
Number and street

Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### Step 4: Identify the equipment\* you are purchasing (or leasing)

\* Equipment includes machinery and repair/replacement parts

Type of equipment \_\_\_\_\_

Serial no. \_\_\_\_\_

### Step 5: Identify how you will use this equipment.

Check the appropriate box. See instructions.

I state that this equipment will be used

- primarily in the manufacturing or assembling of tangible personal property for wholesale or retail sale or lease.
- primarily in production agriculture.
- primarily for coal and aggregate exploration and related mining, or highway hauling, processing, maintenance, and reclamation, but excluding motor vehicles required to be registered under the Illinois Vehicle Code.

### Step 6: Blanket Certificate

Check the appropriate box in each section.

I am the identified purchaser, and I certify that

- all of the purchases that I make from this seller are eligible for the **production agriculture** exemption.
- the following percentage, \_\_\_\_\_%, of all of the purchases that I make from this seller are eligible for the **production agriculture** exemption.
- all of the purchases that I make from this seller are eligible for the **coal and aggregate mining** exemption.
- the following percentage, \_\_\_\_\_%, of all of the purchases that I make from this seller are eligible for the **coal and aggregate mining** exemption.

### Step 7: Sign below

Under penalties of perjury, I state that I have examined this certificate and, to the best of my knowledge, it is true, correct, and complete.

Purchaser's signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

You may photocopy this form or you may obtain additional forms by visiting our website at [tax.illinois.gov](http://tax.illinois.gov).

# ST-587 Equipment Exemption Certificate Instructions

## General Information

### When is an Equipment Exemption Certificate required?

Generally, an Equipment Exemption Certificate is required for proof that no tax is due on any sale that is made tax-free as a sale of equipment to be used primarily in manufacturing or assembling of tangible personal property, production agriculture, or coal and aggregate mining. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

### Who keeps the Equipment Exemption Certificate?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified equipment.

**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 an exempt sale of equipment was made 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 use primarily in (1) manufacturing or assembling of tangible personal property, (2) production agriculture, (3) coal and aggregate mining; and
- the purchaser's signature and date of signing.

**Note:** A purchase order signed by the purchaser may be used as an Equipment Exemption Certificate if it contains all of the previously stated required information.

### When is a blanket Equipment Exemption Certificate used?

The purchaser may provide a blanket Equipment Exemption Certificate to any seller from whom all purchases made are for equipment to be used primarily in production agriculture or coal and aggregate mining. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be exempt. 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.

**Note:** Blanket certificates may **not** be used for purchases of equipment to be used primarily in manufacturing or assembling tangible personal property.

## Specific Instructions

### Step 1: Identify the seller

Provide the seller's name, address, and phone number on the lines provided.

### Step 2: Identify the purchaser (lessor)

Provide the purchaser's (lessor's) name, address, phone number, and date of purchase on the lines provided. You must also write the purchaser's identification number on the corresponding line.

### Step 3: Identify the lessee

If the purchaser is a lessor, provide the lessee's name, address, and phone number on the lines provided.

If the purchaser is not a lessor, leave this step blank and continue to Step 4.

### Step 4: Identify the equipment you are purchasing (leasing)

Equipment includes machinery and repair/replacement parts. Provide the type of equipment and serial number of the equipment on the lines provided.

### Step 5: Identify how you will use this equipment

Complete this step if you are using this form for a one-time purchase (manufacturers must use this step because blanket certificates are not accepted for your equipment). Check the appropriate box to indicate how the equipment will be used.

If you are in production agriculture or coal and aggregate mining and wish to issue this as a blanket certificate, leave this step blank and continue to Step 6.

### Step 6: Blanket Certificate

Complete this step **only** if you are using this form as a blanket certificate **and** your primary use is for production agriculture or coal and aggregate mining .

Check the appropriate box to indicate the type of blanket exemption and how the equipment will be used.

### Step 7: Sign Below

The purchaser must sign and date the form.