

**Central States Casters & Material
Handling**

P.O. Box 2795

Appleton, WI 54912

Email: sales@csccaster.com



Dear Valued Customer:

Thank you for your interest in Central States Casters. We are eager to be your Caster and Material Handling supplier. In order for us to expedite your order as quickly as possible, we are asking that you please fill out the attached Customer Account profile and fax back at your earliest convenience to 920-749-9901.

If you have any questions please feel free to contact me direct at 920-749-1200, ext 720.

Thank you for your cooperation. We look forward to doing business with you.

Sincerely,

Kym Hudak
President

Customer Account Profile

To: Kym Hudak

Company: Central States Casters

Fax Number: 920-749-9901

Email: sales@csccaster.com / khudak@csccaster.com

From: _____

Company Name: _____

Company Phone No: _____

Bill To Address: _____

City _____

State _____ Zip Code _____

Purchasing Contact Name: _____ Title: _____

Contact E-Mail Address: _____

Contact Phone No: _____ Contact Fax No. _____

Sales Tax No: _____

Please Include Exemption Form if Tax Exempt

Ship To Address: _____

City _____

State _____ Zip Code _____

UPS Account No. (if orders are requested to ship collect) _____

Accounts Payable Contact: _____

Accounts Payable Phone No: _____

Accounts Payable Fax No: _____

Accounts Payable E-mail Address: _____

County that business is located in: _____

Please note: Central States Casters E-mails all Order Confirmations and Invoices. If an E-mail address is not provided, these documents will be faxed. Thank you.

CENTRAL STATES CASTERS & MATERIAL HANDLING, INC.
3100 ROEMER ROAD
APPLETON, WI 54911
PHONE (920) 749-1200 FAX (920) 749-9901

OPEN ACCOUNT CREDIT APPLICATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ PHONE: _____ FAX: _____

NATURE OF BUSINESS: _____ YRS IN BUSINESS _____

PROPRIETORSHIP: _____ PARTNERSHIP: _____ CORPORATION: _____

FEDERAL I.D. NO: _____ TAX EXEMPT NO: _____

(PLEASE FURNISH EXEMPT CERTIFICATE)

NAME OF OWNER (S): _____

ADDRESS: _____ STATE: _____ ZIP: _____

PHONE NO: _____

PLEASE FILL OUT THE TOP SECTION AND BELOW LIST THE NAME OF THE COMPANIES YOU HAVE DONE BUSINESS WITH IN THE PAST, AND RETURN THIS APPLICATION TO US. WE REQUIRE THREE (3) TRADE REFERENCES AND ONE BANK REFERENCE. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL OR FAX. THANK YOU FOR YOUR INTEREST IN OUR COMPANY. WE HOPE TO ADD YOUR NAME TO OUR LIST OF SATISFIED CUSTOMERS.

1ST REFERENCE: _____

ADDRESS: _____ PHONE: _____ FAX: _____

2ND REFERENCE: _____

ADDRESS: _____ PHONE: _____ FAX: _____

3RD REFERENCE: _____

ADDRESS: _____ PHONE: _____ FAX: _____

BANK REFERENCE: _____ CONTACT NAME: _____ ACCT # _____

ADDRESS: _____ PHONE: _____ FAX: _____

CREDIT TERMS: NET 30 DAYS

THE UNDERSIGNED BY THE EXECUTION OF THIS CREDIT APPLICATION AGREES THAT IT SHALL PAY FOR ALL OUTSTANDING BALANCES IN 30 DAYS. A SERVICE CHARGE OF ONE AND ONE HALF PERCENT WILL BE CHARGED TO ALL OVERDUE ACCOUNTS.

SIGNATURE: _____ 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. _____ - _____.
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 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.

Illinois Department of Revenue
ST-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 in graphic arts production for wholesale or retail sale or lease.

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 **graphic arts production** exemption.
- the following percentage, _____ %, of all of the purchases that I make from this seller are eligible for the **graphic arts production** 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 request additional forms by visiting our web site at tax.illinois.gov, or by calling our 24 hour forms order line at **1 800 356-6302**.

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 graphics arts production. 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, or (3) graphics arts production; 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 above 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 graphics arts production for wholesale or retail sale or lease. 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 graphic arts production 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 graphic arts production for wholesale or retail sale or lease.

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.