

# STARK

## CONFIDENTIAL ACCOUNT APPLICATION ALL NEW ACCOUNTS ARE PROFORMA ACCOUNTS

*\*Required Fields*

### COMPANY INFORMATION

Federal ID# \_\_\_\_\_

\*Company Name \_\_\_\_\_

\*Contact \_\_\_\_\_

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

\*City \_\_\_\_\_

\*State \_\_\_\_\_

\*Zip \_\_\_\_\_

\*Phone \_\_\_\_\_

Fax \_\_\_\_\_

\*Email \_\_\_\_\_

I would like to be enrolled in receiving my invoices and statements electronically

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

Account # \_\_\_\_\_

Bank Contact \_\_\_\_\_

Phone \_\_\_\_\_

### \*Type of Business:

Interior Designer

Architect

Purchasing Agent

Other: \_\_\_\_\_

Specialty:

Residential

Hospitality

Commercial

Purchasing

### OWNER INFORMATION

\*Check One:  Corporation

LLC

Partnership

Sole Proprietorship

Owner's Full Name \_\_\_\_\_

SS# \_\_\_\_\_

Owner's Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

I agree to pay interest at a rate of 1½% per month (18% per annum) for all unpaid past due invoices. I also agree to pay reasonable costs of collection, including attorney's fees, in the event of my failure to pay any unpaid balance. In consideration of the receipt of goods and services by said firm, the undersigned does contractually and personally guarantee all payments, interest and fees by said firm in the event of any collection of any unpaid balances. I have read and understand these terms set forth within this account application and fully agree to the terms and conditions.

### \*Authorized Signature

Title \_\_\_\_\_

Date \_\_\_\_\_

Have you already been working with a salesperson? \_\_\_\_\_

If yes, please provide name: \_\_\_\_\_

Please tell us a little about your business and what you look for in an Account Manager so we can assign the perfect fit for your firm: \_\_\_\_\_

Please obtain and submit a copy of your resale certificate for the following states to remove your sales tax liability:

Arkansas, California, Colorado, Connecticut, D.C., Florida, Georgia, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Nevada, New Jersey, New York, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin, and Wyoming

Once application has been completed, it should be submitted to [credit@starkcarpet.com](mailto:credit@starkcarpet.com) for further review along with copies of your resale certificate(s). It can also be provided directly to your salesperson for submission or you can mail or fax the documents to:

Stark Carpet  
Credit Department  
197 Boling Industrial Way  
Calhoun, GA 30701  
Fax: (470)-313-3911

An online application is also available at: [www.starkcarpet.com/newtradeaccount](http://www.starkcarpet.com/newtradeaccount)

For further assistance please contact the credit department: 470-313-3905 Ext# 8153



# CRT-61 Certificate of Resale

## Step 1: Identify the seller

1 Name Stark Carpet Corp.

2 Business address 222 Merchandise Mart Plaza 6-102

Chicago IL 60654  
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.