



190 Main Avenue
Wallington, NJ 07057
Phone: 1-800-620-7331
Fax : 973-246-8167

APPLICATION FOR CREDIT – BUSINESSES

IMPORTANT: Incomplete applications will not be processed.

NEW

UPDATE

Please print legibly

Circle One

Legal Name of Company:

DBA (if applicable):

Billing Address:

Shipping Address:

City:

City:

State:

Zip Code:

State:

Zip Code:

Phone:

Fax:

Phone:

Fax:

Email Address:

Web Address:

Mobile Phone:

Accounts Payable Contact:

Phone:

Fax:

Email Address:

State of Incorporation:

Registration Number:

Circle Appropriate Legal Status:

Corporation

Partnership

Proprietorship

Federal Tax ID Number:

State Tax ID Number:

Type of Business:

Date Business Established:

Other Information

Credit Limit Requested: \$

Does your organization require purchase orders? Yes No

Does any alternative billing address exist?

Yes If yes, please attach a list of additional billing addresses.

No if no, all invoices will be billed to the above address.

Who is Authorized to Make Purchases?:

Name:

Name:

Name:

Name:



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Trade References

Note: *In the event your establishment does not have trade references, you may replace this with any references that your establishment holds open terms of credit with.*

ALL REFERENCES MUST INCLUDE TRADE NAMES & FAX NUMBERS

Name:		Name:	
Address:		Address:	
City:		City	
State:	Zip Code:	State:	Zip Code:
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Account No:	Credit Limit:	Account No:	Credit Limit:
	Terms:		Terms:
Name:		Name:	
Address:		Address:	
City:		City	
State:	Zip Code:	State:	Zip Code:
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Account No:	Credit Limit:	Account No:	Credit Limit:
	Terms:		Terms:

I the undersigned, understand and agree to the following terms and grant permission to commercial credit reporting agencies to obtain credit information from the above listed bank and trade references for the purposes of obtaining credit with Pump Express.

1. That a representative of Pump Express may contact any person named for verification of facts and payment of funds and that Pump Products, will be notified of any changes of the above facts.
2. That all invoices will be paid within 30 days to prevent potential termination of credit and fulfillment of future orders.
3. That I (We) will pay finance charges of 1.5 per month (18) annual on the unpaid balance of my (our) account, or the maximum allowable under applicable State Law, whichever is less.
4. If any particular billing is not paid when due, I (We) agree to pay in addition to the foregoing: All collection costs if this account is referred to collection, or if suit is brought to collect this amount, I (We) agree to pay all costs and reasonable attorney's fee, including all costs and reasonable attorney's fee incurred on any appeal to an appellate court, and including any fees incurred for protection of Pump Express in any bankruptcy proceedings.
5. I (We) understand and agree that noncompliance issues, discrepancies on acknowledgements, terms, prices, packing slips or invoices must be reported within 10 days of the document date or any claim is denied.
6. Returns/rejection without prior authorization will be refused.

7. Pump Express reserves the right to discontinue credit approval and/or a business relationship with the above named entity at any time, at Pump Express sole discretion.

8. This agreement shall be construed and controlled by the laws of the State of New Jersey.

9. Pump Express will accept phoned in orders, but does also require that a written Order Request of the same be faxed or emailed to Pump Express immediately thereafter to validate the order to be considered for fulfillment.

I (we) understand that the information furnished on this form will be held in confidence, and may be relied upon by Pump Express in extending credit and certify, that all such information is true and correct. I give permission to make inquiry of credit and related matters at our Bank, lending firm and creditors listed on this application.

Signature

Title (Owner, Partner, Officer Only)

Print Name

Date



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PUMP EXPRESS CREDIT POLICY & AGREEMENT

The following constitutes Pump Express credit policy and in consideration of extension of credit the undersigned does hereby agree to accept credit and payment of the account according to the following conditions.

1. All invoice terms are net 30, unless stated differently on invoice.
2. A service charge of 1.5% per month (18% annually) will be assessed on any past due account.
3. Any account 30 days past due will be placed on C.O.D. until account is current.
4. I/We understand and promise to pay Pump Express all monies charged to the account with a charge by either me or my agent(s) and in the event I/We fail to pay the account,
I/We agree to pay all reasonable attorney's fees and court costs. In case this account is brought to collections, Bergen County, New Jersey is the proper place for suit.
5. As the applicant for credit from Pump Express, I hereby authorize Pump Express to verify the information contained in the credit agreement and any other information relevant to my credit standing.

Name: _____

Please Print

By: _____

Signature

Title: _____

Date: _____

PERSONAL GUARANTEE

I, _____, hereby personally guarantee the indebtedness of

Signature Required

(Company Name) _____ including all amounts charged to an account, all accrued interest and late charges, and reasonable attorney's fees; and I further consent to Venue in Bergen County, New Jersey.

Name: _____

Please Print

By: _____

Signature

Title: _____

Date: _____



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Banking Information

Bank Name: _____ Phone: (____) _____

Address: _____ Fax: (____) _____

City: _____ State: _____ Zip: _____

Checking Account No.: _____

Savings Account No.: _____

Account Name: _____

Bank Contact/Title: _____

Please include current financial statements. (If not submitted, please include additional supplier references).

All information will be kept confidential.

I authorize the bank listed above to release general credit information, including when the account was established, if any non-sufficient funds have been issued against account(s) and (using the "mid-five figure" type of designation) checking account average balance, and bank credit line available and used.

DATE: _____ SIGNATURE: _____

NAME AND TITLE (PLEASE PRINT): _____

FOR OFFICE USE ONLY

- ___ APPLICATION COMPLETED AND SIGNED
- ___ APPLICATION PRINTED OR TYPED
- ___ FINANCIAL STATEMENTS
- ___ INFORMATION CORRECT

**State of New Jersey
DIVISION OF TAXATION**

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a fully completed New Jersey exemption certificate.

**SALES TAX
FORM ST-3**

PURCHASER'S NEW JERSEY
TAXPAYER REGISTRATION NUMBER*

RESALE CERTIFICATE

To be completed by purchaser and given to and retained by seller. See instructions on back.
Seller should read and comply with the instructions given on both sides of an exemption certificate.






TO _____ Date _____
(Name of Seller)

Address City State Zip

The undersigned certifies that:

- (1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.
- (2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):

- (3) The merchandise or services being herein purchased are described as follows:

- (4) The **merchandise** described in (3) above is being purchased: *(check one or more of the blocks which apply)*
 - (a)  For resale in its present form.
 - (b)  For resale as converted into or as a component part of a product produced by the undersigned.
 - (c)  For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.
- (5) The services described in (3) above are being purchased: *(check the block which applies)*
 - (a)  By a seller who will either collect the tax or will resell the services.
 - (b)  To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

NAME OF PURCHASER* (as registered with the New Jersey Division of Taxation)

(Address of Purchaser)*

Type of Business*

By

(Signature of owner, partner, officer of corporation, etc.)*

(Title)

INSTRUCTIONS FOR USE OF RESALE CERTIFICATES - ST-3

1. Registered sellers who accept fully completed exemption certificates within 90 days subsequent to the date of sale are relieved of liability for the collection and payment of sales tax on the transactions covered by the exemption certificate. The following information must be obtained from a purchaser in order for the exemption certificate to be fully completed:
 - Purchaser's name and address;
 - Type of business;
 - Reasons(s) for exemption;
 - Purchaser's New Jersey tax identification number or, for a purchaser that is not registered in New Jersey, the Federal employer identification number or out-of-State registration number. Individual purchasers must include their driver's license number;
 - If a paper exemption certificate is used (including fax), the signature of the purchaser.

The seller's name and address are not required and are not considered when determining if an exemption certificate is fully completed. A seller that enters data elements from paper into an electronic format is not required to retain the paper exemption certificate.

The seller may, therefore, accept this certificate as a basis for exempting sales to the signatory purchaser and is relieved of liability even if it is determined that the purchaser improperly claimed the exemption. If it is determined that the purchaser improperly claimed an exemption, the purchaser will be held liable for the nonpayment of the tax.

2. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the seller and available for inspection.
3. **Acceptance of an exemption certificate in an audit situation** – On and after October 1, 2011, if the seller either has not obtained an exemption certificate or the seller has obtained an incomplete exemption certificate, the seller has at least 120 days after the Division's request for substantiation of the claimed exemption to either:
 1. Obtain a fully completed exemption certificate from the purchaser, taken in good faith, which, in an audit situation, means that the seller obtain a certificate claiming an exemption that:
 - (a) was statutorily available on the date of the transaction, and
 - (b) could be applicable to the item being purchased, and
 - (c) is reasonable for the purchaser's type of business; OR
 2. Obtain other information establishing that the transaction was not subject to the tax.

If the seller obtains this information, the seller is relieved of any liability for the tax on the transaction unless it is discovered through the audit process that the seller had knowledge or had reason to know at the time such information was provided that the information relating to the exemption claimed was materially false or the seller otherwise knowingly participated in activity intended to purposefully evade the tax that is properly due on the transaction. The burden is on the Division to establish that the seller had knowledge or had reason to know at the time the information was provided that the information was materially false.

4. **Additional Purchases by Same Purchaser** - This certificate will serve to cover additional purchases by the same purchaser of the same general type of property. However, each subsequent sales slip or purchase invoice based on this Certificate must show the purchaser's name, address and New Jersey, Federal, or out of state registration number for purpose of verification.
5. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the seller and available for inspection on or before the 90th day following the date of the transaction to which the certificate relates.

EXAMPLES OF PROPER USE OF RESALE CERTIFICATE

- a. A retail household appliance store owner issues a Resale Certificate when purchasing household appliances from a supplier for resale.
- b. A furniture manufacturer issues a Resale Certificate to cover the purchase of lumber to be used in manufacturing furniture for sale.
- c. An automobile service station operator issues a Resale Certificate to cover the purchase of auto parts to be used in repairing customer cars.

EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE

In the examples below, the seller should not accept Resale Certificates, but should insist upon payment of the sales tax.

- a. A lumber dealer can not accept a Resale Certificate from a tire dealer who is purchasing lumber for use in altering his premises.
- b. A distributor may not issue a Resale Certificate on purchases of cleaning supplies and other materials for his own office maintenance, even though he is in the business of distributing such supplies.
- c. A retailer may not issue a Resale Certificate on purchases of office equipment for his own use, even though he is in the business of selling office equipment.
- d. A supplier can not accept a Resale Certificate from a service station owner who purchases tools and testing equipment for use in his business.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of Resale Certificates may be made without the prior permission of the Division of Taxation.

FOR MORE INFORMATION: Call the Customer Service Center (609) 292-6400. Send an e-mail to: nj.taxation@treas.state.nj.us.

Write to: New Jersey Division of Taxation, Information and Publications Branch, PO Box 281, Trenton, NJ 08695-0281.