

# NORTHERN

## METAL FAB

FROM DESIGN TO REALITY SINCE 1987 • WISCONSIN USA

### NEW CUSTOMER INFORMATION REQUEST

Thank you for considering Northern Metal Fab, Inc. as your supplier. Attached you will find a packet of information we ask you to fill out in advance of your order. The packet includes a request for credit references and release of bank information, if you have your own credit reference form please feel free to substitute your form but do include a release for bank information. Also included is our W-9 form and a request for a Sales Tax Exemption Certificate. The last attachment is a questionnaire we ask you to complete to let us know how you would like to receive your future invoices.

This is all standard information but it will give us a head start on setting up your account prior to us receiving your purchase order.

All information will be kept strictly confidential.

Regards,

Tracy Lillie  
Northern Metal Fab, Inc.  
Direct phone: (715)684.7417  
Email: [tracy.lillie@nmfinc.com](mailto:tracy.lillie@nmfinc.com)

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### APPLICATION FOR CREDIT

#### COMPANY INFORMATION

Business Name	Telephone Number	Fax Number
<hr/>		
Street Address	City/State/Zip Code	
<hr/>		
Billing Address (if different than above)	City/State/Zip Code	
<hr/>		
Accounts Payable Contact	CFO/Controller	Credit Amount Requested
<hr/>		
Legal Entity		
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Subsidiary of Corporation		
Federal Tax ID#	Sales Tax Exempt #(please attach certificate)	Dun & Bradstreet
<hr/>		
If subsidiary, list Parent Company Name and Address	Years in Business	Years at Above Location
<hr/>		
List Names of Officers, or Owner, or Partners Names	Title	Social Security Number
<hr/>		
<hr/>		

#### TRADE REFERENCES

Company Name and Address	Telephone #/ Fax # / Account #
<hr/>	
Company Name and Address	Telephone #/ Fax # / Account #
<hr/>	
Company Name and Address	Telephone #/ Fax # / Account #
<hr/>	
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#### BANK REFERENCE

Bank Name and Address	Telephone #/Fax # / Account #
<hr/>	
<hr/>	

Applicant's signature certifies that the information provided is correct and is an authorized signer for the Applicant. A service charge will be applied to all accounts past due. In the event of my account becoming seriously past due, I am aware that I will be held responsible for any legal and/or collection fees assessed to collect the debt.

I authorize the release of bank and credit information regarding our accounts by the above references to Northern Metal Fab. A photocopy of this application will be acceptable in place of the original. The undersigned authorizes Northern Metal Fab, without notice, to obtain commercial credit reporting to determine overall credit and financial status.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NORTHERN METAL FAB, INC.**

500 Evergreen Street

Baldwin, WI 54002

tel: 715.684.3535 fax: 715.684.3639

<https://www.nmfinc.com>

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*CREDIT AUTHORIZATION*

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

**Credit Check/Bank Authorization**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby authorize release of Credit/Bank Information to Northern Metal Fab.

Signed: \_\_\_\_\_

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

**Banking Information**

Name of Banking Institution: \_\_\_\_\_

Banking Officer: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Account Numbers**

Checking: \_\_\_\_\_

Savings: \_\_\_\_\_

Loans: \_\_\_\_\_

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The undersigned individual(s) (hereinafter collectively referred to as "Guarantor") in consideration of the extension of credit by Northern Metal Fab, its affiliates and subsidiaries (hereinafter collectively referred to as "Northern Metal Fab") to the Applicant, hereby agrees to jointly, severally and unconditionally guarantee payment when due of any and till present or future indebtedness owed to Northern Metal Fab by \_\_\_\_\_ (hereinafter "Applicant"). This instrument shall be considered as an absolute, unconditional, general arid continuing Guaranty until terminated by the undersigned giving written notice thereof to Northern Metal Fab. This notice shall be sent to Northern Metal Fab' place of business located at 500 Evergreen Street, Baldwin, WI 54002, care of credit manager, by certified mail, return receipt requested. The Guarantors notice, of termination shall not affect the Guarantor's liability hereunder with respect to any obligations of the Guarantor to Northern Metal Fab arising prior 10 receipt of such notice of termination.

The Guarantor additionally guarantees the payment of interest at the maximum lawful rate on all monies outstanding to Northern Metal Fab by Applicant. In the event that Northern Metal Fab retains the services of an attorney or collection agency to effect the collection or any monies owed, the Guarantor as guarantor of Applicant agrees to *pay* all costs and fees incurred, including but not limited to reasonable attorney's fees, whether suit be brought or not, costs and attorney's fees of appeal, the recording of a claim of lien and/or a surety bond claim, and/or any litigation. The Guarantor hereby waives any right or privilege conferred by statute, rule or otherwise requiring Northern Metal Fab to bring any suit, action or proceeding against Applicant on the indebtedness as a prerequisite to Northern Metal Fab' institution of any suit, action or proceeding against the Guarantor, arising out or related to this Guaranty. In the event of any default by Applicant, Northern Metal Fab may institute collection proceedings, including one or more actions against the Guarantor, an invoice any legal or equitable remedies in such actions without notice to or demand upon Applicant or Guarantor, and without being obligated to proceed in any way against Applicant in connection with any obligation guaranteed hereunder or to pursue any other security held by or available to Northern Metal Fab and without affecting such security. The Guarantor hereby waives trial by jury in any action or proceeding arising out of or in connection with this Guaranty. Further, the Guarantor hereby submits himself (or herself) to the jurisdiction of the State of Wisconsin in the event suit is brought in connection with any claims by Northern Metal Fab regarding the guaranty of payment, and agrees that venue, at the sole election of Northern Metal Fab, shall be in the County of St. Croix, Wisconsin or the county and state from which Northern Metal Fab' goods were shipped. It is understood that this personal guaranty shall remain in full force and effect regardless of whether or not Applicant files for bankruptcy, becomes insolvent or is otherwise dissolved. Further Applicant waives all homesteads and exemption rights (particularly rights under Wisconsin Statutes if applicable) and to the extent permitted under applicable State law.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

The undersigned hereby consent to Northern Metal Fab's use of a non-business, consumer credit report on the undersigned in order to further evaluate the creditworthiness of the undersigned as principal(s), proprietor(s) and/or guarantor(s) in connection with the extension of business credit as contemplated by this Credit Application. The undersigned hereby authorizes Northern Metal Fab to utilize a consumer credit report on the undersigned from time to time in connection with the extension or continuation of the business credit represented by this Credit Application. The undersigned as (an) individual(s) hereby knowingly consent to the use of such credit report consistent with the Federal Fair Credit Reporting Act as contained in 15 U.S.C. @ 1681 et seq.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Social Security No.

**Request for Taxpayer  
 Identification Number and Certification**

Give Form to the  
 requester. Do not  
 send to the IRS.

Name (as shown on your income tax return)  
**Northern Metal Fab, Inc.**

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required):  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
**500 Evergreen Street**

City, state, and ZIP code  
**Baldwin WI 54002**

List account number(s) here (optional)

Requester's name and address (optional)

*Print or type  
 See Specific Instructions on page 2.*

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.


Social security number								
			-				-	
Employer identification number								
3	9	-	1	6	2	8	7	0

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**    Signature of U.S. person ▶     Date ▶ **10/18/19**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



# Wisconsin Sales and Use Tax Exemption Certificate

# Form S-211

Do not send this certificate to the Department of Revenue

**Purchaser:** Complete this certificate and give it to the seller.

**Seller:** If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

Check One  Single Purchase  Continuous

Purchaser Information			
Business Name		Type of Business	
Business Address		City	State ZIP Code
Purchaser's Tax ID Number		State of Issue	
If no Tax ID Number, enter one of the following:	FEIN	Driver's License Number/State Issued ID Number	State of Issue
Seller Information			
Name			
Address		City	State ZIP Code

### Reason for Exemption

**Resale** (Enter purchaser's seller's permit or use tax certificate number) \_\_\_\_\_

### Manufacturing and Biotechnology

- Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state.  
Percent of fuel exempt: \_\_\_\_\_ %      Percent of electricity exempt: \_\_\_\_\_ %
- Portion of the amount of fuel converted to steam for purposes of resale. Percent of fuel exempt: \_\_\_\_\_ %
- Property used exclusively and directly in qualified research, by persons engaged in manufacturing at a building assessed under s. 70.995, by persons engaged primarily in biotechnology in Wisconsin, or a combined group member conducting qualified research for another combined group member that meets these requirements.

### Farming

(To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, beekeeping or custom farming services.)

- Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming. This includes services to the property and items above.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Breeding and other livestock, poultry, farm work stock, bees, beehives and bee combs.
- Containers for fruits, vegetables, bee products, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, drugs for farm livestock or on bees, and milk house supplies.

**Governmental Units and Other Exempt Entities**

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities.
- Any federally recognized American Indian tribe or band in this state.
- Wisconsin state and local governmental units, including the State of Wisconsin or any agency thereof, Wisconsin counties, cities, villages, or towns, and Wisconsin public schools, school districts, universities, or technical college districts.
- Organizations organized and operated exclusively for religious, charitable, scientific, or educational purposes, or for the prevention of cruelty to children or animals. CES Number \_\_\_\_\_ (Required for Wisconsin organizations).

**Other**

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
  - Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC, IC, or MC No. (if applicable) \_\_\_\_\_.
  - Machines and specific processing equipment used exclusively and directly in a fertilizer blending, feed milling, or grain drying operation, including repair parts, replacements, and safety attachments.
  - Building materials acquired solely for and used solely in the construction or repair of holding structures used for weighing and dropping feed or fertilizer ingredients into a mixer or for storage of such grain, if such structures are used in a fertilizer blending, feed milling, or grain drying operation.
  - Tangible personal property purchased by a person who is licensed to operate a commercial radio or television station in Wisconsin, if the property is used exclusively and directly in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.
  - Fuel and electricity consumed in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.  
Percent of fuel exempt: \_\_\_\_\_ %      Percent of electricity exempt: \_\_\_\_\_ %
  - Tangible personal property and items, property and goods under s.77.52(1)(b), (c), and (d) to be resold by \_\_\_\_\_ on my behalf where \_\_\_\_\_ is registered to collect and remit sales tax to the Department of Revenue on such sales.
  - Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment # \_\_\_\_\_, who is enrolled with and resides on the \_\_\_\_\_ Reservation, where buyer will take possession of such property, items, goods, or services.
  - Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. Caution: Do not check the "continuous" box at the top of page 1.
  - Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility.  
(Percent of electricity or natural gas exempt \_\_\_\_\_ %)
  - Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for **residential or farm use**.
 

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential .....	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm .....	_____ %	_____ %	_____ %
- Address Delivered: \_\_\_\_\_
- Percent of printed advertising material solely for out-of-state use. \_\_\_\_\_ %
  - Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.
  - Computers and servers used primarily to store copies of the product that are sent to a digital printer, a plate-making machine, or a printing press or are used primarily in prepress or postpress activities, by persons whose NAICS code is 323111, 323117, or 323120.
  - Purchases from out-of-state sellers of tangible personal property that are temporarily stored, remain idle, and not used in this state and that are then delivered and used solely outside this state, by persons whose NAICS code is 323111, 323117, or 323120.
  - Other purchases exempted by law. (State items and exemption). \_\_\_\_\_

*I declare that the information provided is complete and accurate to the best of my knowledge, and that the product(s) purchased will be used in the exempt manner indicated. If a product is not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability, including tax, interest, and penalty.*

**CAUTION:** Using this certificate to avoid paying sales tax may result in a fine of \$250 for each transaction for which the certificate is used

Signature of Purchaser	Print or Type Name	Title	Date
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**(DETACH AND PRESENT TO SELLER)**

# NORTHERN

## METAL FAB

FROM DESIGN TO REALITY SINCE 1987 • WISCONSIN USA

Dear Valued Customer,

We now fax or email your invoices to you instead of sending them in the mail, unless that is your preferred way to receive invoices.

Invoices will be faxed or emailed the same day that they are processed and sent to the representative you note below. We would also like to know if you need of copies of packing lists and or bill of ladings. If you do not need this information sent to you, please let me know at the bottom of this letter.

Please complete the bottom of this letter and return to me. Please make sure you fill out the form completely and legibly. Once the information is updated in our system, you will begin receiving all invoices via the choice you make below.

We look forward to you taking advantage of this service.

Customer name: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check appropriate box(s):

Fax

Email

Need copies of invoices, packing lists and or bill of ladings

Need invoices only

Mail invoices only

Mail invoices, packing lists and or bill of ladings

Thank You,

Tracy Lillie  
Northern Metal Fab, Inc.  
Accountant I  
Email: [tracy.lillie@nmfinc.com](mailto:tracy.lillie@nmfinc.com)  
Phone: 715.684.7417  
Fax: 715.684.3639