



>>All Invoices & Statements Will be send via email. Our Web Portal also allows customers to see account history and documents.

CREDIT APPLICATION

NOTE: AN INCOMPLETE CREDIT APPLICATION OR MISSING SIGNATURES/DATES WILL NOT BE PROCESSED DUE TO LACK OF REQUIRED INFORMATION. Please keep a copy for your records. If faxing please call (620) 663-9082 ext.123 to ensure application was received.

Business Name: _____ Tax Exempt: Yes _____ No _____
Bill to: Physical address or PO Box _____ Ship to: Physical address for delivery truck _____ Tax Payer ID# _____
City: _____ State: _____ Zip: _____ Phone#: _____
Cell Phone# _____ E-mail address _____

Tax form must be completed if Yes is marked.

All invoices will be sent by email unless otherwise requested or if email is unavailable.

Type of Business: _____ Liability Insurance Co: _____
Desired Credit Line: _____ Years in Business under current owner _____ Agents Name: _____
Corporation _____ Proprietorship _____ Partnership _____ Other _____ Policy#: _____ Phone#: _____

Owner/Officer: _____ Soc Security# _____ Home Phone# _____
Home Address _____ City _____ State _____ Zip _____
Addl. Owner/Officer: _____ Soc Security# _____ Home Phone# _____
Home Address _____ City _____ State _____ Zip _____

CURRENT SUPPLIERS/REFERENCES

Phone & Fax numbers required

Supplier Name: _____ ACCT# _____ Phone# _____
Address: _____ Email: _____
Supplier Name: _____ ACCT# _____ Phone# _____
Address: _____ Email: _____
Supplier Name: _____ ACCT# _____ Phone# _____
Address: _____ Email: _____

BANK REFERENCES

Bank Name: _____ Phone# _____
Address: _____ City _____ State _____ Zip _____ Contact: _____

CONDITIONS & TERMS

- 1 A charge account is a privilege. Your account is due on the **10th** of the month following the date of purchase.
- 2 Accounts not paid by the **15th** of the month following date of purchase will be subject to a 2% monthly service charge (24% annual rate) applied to the outstanding balance before deducting any credits or adding any purchases made during the current billing period.
- 3 Accounts over 30 days past due will be placed on COD and will not receive any additional discounts, special prices, or qualify for any special promotions. Accounts placed on COD may be required to re-submit an application before they will be reviewed for open account status.
- 4 By signing this application you have agreed to pay any and all collection agency fees, court costs and attorney fees should your account be placed for collection. Such actions shall take place in Hutchinson, Reno County, Kansas.
- 5 By signing this application you agree that we may obtain credit references from other sources in addition to the suppliers you have listed above.

(REQUIRED) If co-applications/officers please both sign and print on same line next to the other.

Signature(s) _____ Date: _____
Printed Name: _____

PERSONAL GUARANTEE - By signing this personal guarantee, the person whose signature is affixed below does hereby agree that the terms and provisions set forth herein shall bind him/her in his/her individual capacity as well as the business entity set forth above.

(REQUIRED) If co-applications/officers please both sign and print on same line next to the other.

Signature(s) _____ Date: _____
Printed Name: _____

RETURN TO THE NEAREST WESTERN SUPPLY COMPANY LOCATION or EMAIL TO: credit@westernsupply.com

2514 E 14th
Hutchinson, KS 67502
(620)663-9082
(800)365-0162

2420 9th St.
Great Bend, KS 67530
(620)793-8101
(800)234-8113

1207 Cedar
Hays, KS 67601
(785)625-4176
(800)658-1921

206 E Trail
Dodge City, KS 67801
(620)225-1555
(800)284-3322

FOR OFFICE USE

Updated 1/10/2025

Acct# _____ Schd _____
Slm# _____ Cr Lim _____
Branch Mgr _____ Apprv'd By _____

AUTHORIZED CONTACTS & PURCHASERS LIST

To ensure prompt communications for AP & AR, and order processing with multiple purchasers.

Company: _____

Please list below all persons who are authorized contacts &/or to purchase on your Western Supply Co., Inc. account:
For each on list: Name Title Email Phone/Ext Fax
 Check if a Contact or Purchaser, or both.

- 1) **C:** _____ **P:** _____
- 2) **C:** _____ **P:** _____
- 3) **C:** _____ **P:** _____
- 4) **C:** _____ **P:** _____
- 5) **C:** _____ **P:** _____
- 6) **C:** _____ **P:** _____
- 7) **C:** _____ **P:** _____
- 8) **C:** _____ **P:** _____
- 9) **C:** _____ **P:** _____
- 10) **C:** _____ **P:** _____

Please sign and date acknowledging other staff.

Signature(s) _____ Date: _____

Printed Name: _____

**RETURN TO THE NEAREST WESTERN SUPPLY
 COMPANY LOCATION OR FAX OR EMAIL TO:
 620-663-4994 or credit@westernsupply.com**

206 E Trail
 Dodge City, KS 67801
 (620)225-1555
 (800)284-3322

1207 Cedar
 Hays, KS 67601
 (785)625-4176
 (800)658-1921

2420 9th St
 Great Bend, KS 67530
 (620)793-8101
 (800)234-8113

2514 E 14th
 Hutchinson, KS 67504
 (620)663-9082
 (800)365-0162

OFFICE USE ONLY

Updated 9/30/2021

Acct# _____ Schd _____ SIm# _____ Branch Mgr _____ Apprv'd By _____



www.westernsupply.com

2514 E. 14th - P.O. Box 1686 - Hutchinson, KS 67504-1686
(620)662-8875 - (800)365-0162 FAX (620)663-7876

2420 9th Street - Box 242 - Great Bend, Kansas 67530
(620)793-8101 - (800)234-8113 FAX (620)793-3384

1207 Cedar - Hays, Kansas 67601
(785)625-4176 - (800)658-1921 FAX (785)625-2712

206 E Trail - Dodge City, Kansas 67801
(620)225-1555 - (800)284-3322 FAX (620)225-5088

Tax Exemption Documentation to submit.

Please note the steps for completing these forms together:

- Required legal business information as the company/owner's name; please ensure all is written and signed as the legal business name(s). (Tax Compliance Request).
- If a Company is a DBA; please fill in the company name as "What the Name on Tax Exemption is" DBA as "Company Name on Application".
- Please supply your State of Kansas DOR Exempt Certificate, and complete our STIFo1 form; which is WSC version and counterpart to the State's form.
 - Or complete the ST28A form along with the STIFo1 form.
- Completing the line which indicate the description of items sold; having general descriptions ensure all items purchased fit into the range of the tax exemption. I.e.; plumbing fixtures, HVAC supplies, sprinkling supplies, etc.

We are unable to give any taxation advise.

Kansas Department of Revenue has a information online which can be helpful in tax exemption.

<https://www.ksrevenue.gov/> then search tax exemption.

Find forms to best fit your tax exemption category.

Sales Tax Information Form

Please Fill in Each Section with Your Business Specific Information

BUSINESS NAME: _____

Are your purchases tax exempt? NO YES SOME

If NO, you are done. If YES or SOME, you must complete the Retailer/Contractor Kansas Exemption Certificate below. NOTE: If "SOME" is marked, it is your responsibility as a purchaser to inform our sales associates as to what orders are tax exempt when the order is placed.

Tax exempt businesses- check which exemption type your business is:

Retailer Government Non-Profit Hospital Non-Profit School Farm Use Other _____

What City and County is your business in? _____, _____

Is it within City Limits? Yes No

RETAILER/CONTRACTOR KANSAS EXEMPTION CERTIFICATE

Tax Exempt Business Owners/Authorized Signer, please complete & sign this Exemption Certificate

The undersigned retailer/contractor certifies that the tangible personal property purchased from Western Supply Company, Inc. is exempt from Kansas sales and compensating use tax for the following reason:

K.S.A. 79-3603(l)(2) provides that a contractor, subcontractor or repairman who maintains an inventory of tangible personal property both for resale and for use by them for the purpose of erecting structures, or improving altering or repairing real or personal property, shall be deemed a retailer with respect to purchases for and sales from such inventory.

Description of tangible personal property purchased:

The undersigned retailer/contractor understands and agrees that if the tangible personal property is used other than as stated above or for any other purpose that is not exempt from sales or compensating tax, the undersigned purchaser becomes liable for the tax.

Retailer/Contractor: _____
Business Name

Retailer/Contractor's Kansas Sales Tax Number: _____

Address: _____
Street, RR or P. O. Box City State Zip + 4

Authorized Signature: _____ Date: _____

If this form does not apply to your business please download the appropriate exemption form at <https://www.ksrevenue.gov/prpecwelcome.html> or contact the Kansas Dept. of Revenue at (877) 526-7738.

This FORM STIF01 and a KS ST-28A (or appropriate ST-28 form) are both requested for your tax exemption files

Return this form via email or fax to:

Western Supply Company

Credit Dept. PO Box 1686, Hutchinson, KS 67504-1686

FAX: (620) 663-7876

EMAIL: credit@westernsupply.com

If you have any questions please contact me at (620) 663-9082 or (800) 753-9191. My extension is 123.

Ellen Dugan | Marketing/Credit Assistant

RESALE EXEMPTION CERTIFICATE

465718

The undersigned purchaser certifies that the tangible personal property or service purchased from:

Seller: Western Supply Company, Inc.

Business Name

Address: PO BOX 1686

Hutchinson

KS

67504-1686

Street, RR, or P. O. Box

City

State

Zip + 4

will be **resold** by me in the form of tangible personal property or repair service. I hereby certify that I hold valid Kansas sales tax registration number _____, and I am in the business of selling _____

(May attach a copy of registration certificate)

(Description of product(s) sold; food clothing, furniture, etc.)

Description of tangible personal property or services purchased: _____

I understand and agree that if the items purchased with this certificate are used for any purpose other than retention, demonstration, or display while being held for sale in the regular course of business, I am required to report and pay the sales tax, based upon the purchase price of the items.

Purchaser: _____

Name of Kansas Retailer

Address: _____

Street, RR, or P. O. Box

City

State

Zip + 4

Signature: _____

Date: _____

THIS CERTIFICATE MUST BE COMPLETED IN ITS ENTIRETY.

WHO MAY USE THIS CERTIFICATE? Only those businesses and organizations that are registered to collect Kansas sales tax and provide their Kansas sales tax registration number on this form may use it to purchase inventory without tax. For additional information see Publication KS-1520, *Kansas Exemption Certificates*.

Nonprofit groups or organizations exempt by law from collecting tax on their retail sales of tangible personal property (such as a PTA or a nonprofit youth development organization) should use the exemption certificate issued to it by the Kansas Department of Revenue when buying items for resale.

Wholesalers and buyers from other states not registered in Kansas should use the Multi-Jurisdiction Exemption Certificate, Form ST-28M, to purchase their inventory. **HOWEVER**, if the inventory item purchased by an out-of-state retailer who has sales tax nexus with Kansas is drop shipped to a Kansas location, the out-of-state retailer must provide to the third party vendor a Kansas sales tax registration number, either on this certificate or the Multi-Jurisdiction Exemption Certificate, for the sale to be exempt. If the out-of-state retailer **DOES NOT** have sales tax nexus with Kansas, it may provide the third party vendor a resale exemption certificate evidencing qualification for a resale exemption, **regardless** of the state in which the retailer is registered for sales tax.

Contractors, subcontractors, or repairmen may not use this certificate to purchase their materials, parts, or tools. Retailer/Contractors should use a Retailer/Contractor Exemption Certificate, Form ST-28W, to purchase their resale inventory.

WHAT PURCHASES ARE EXEMPT? Only goods or merchandise intended for resale (inventory) are exempt. Tools, equipment, fixtures, supplies, and other items purchased for business or personal use are **TAXABLE** since the buyer is the final consumer of the property.

The items purchased with this certificate must correspond to the type of business buying them. For example, a retail clothing store may only reasonably purchase items of wearing apparel and accessories with this certificate. All other kinds of items are not usually sold by a clothing store to their customers and, therefore, cannot be purchased with this certificate.

LABOR SERVICES. This certificate applies ONLY to items of tangible personal property. A contractor may not use an exemption certificate to purchase the labor services of another contractor or subcontractor. Taxable labor services performed by a contractor can **ONLY** be purchased without tax with a Project Exemption Certificate issued by the department or its authorized agent.

RETAINING THIS CERTIFICATE: Sellers should retain a completed copy of this certificate in their records for at least three years from the date of sale. A seller is relieved of liability for the tax if it obtains a completed exemption certificate from a purchaser with which the seller has a recurring business relationship. A certificate need not be renewed or updated when there is a recurring business relationship between the buyer and seller. A recurring business relationship exists when a period of no more than 12 months elapses between sales transactions.