

# Credit Application/Credit Agreement

459 Mantua Ave., Woodbury, NJ 08096 • (856) 845-5177

Name of Individual or Firm Name	Ship to
Billing address (if box #, must include physical address)	Shipping address
City, State, Zip	City, State, Zip

Years in business: \_\_\_\_\_  
 No. of employees: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Website: \_\_\_\_\_

Ownership: Corporation  Partnership   
 Federal ID# \_\_\_\_\_  
 Check here  if incorporated within the last 12 months

Ownership: Individual   
 Social Security # \_\_\_\_\_

In the event of change in form of ownership by customer (e.g. Individual or Partnership to Corporation), customer agrees to provide written notice to Broadway Electric of such change in form of ownership by certified mail, return receipt requested. The new entity must then reapply for credit, which must be separately approved under terms and conditions acceptable to Broadway Electric. If this procedure is not followed the individual or partners shall remain responsible for the account until credit is approved for the new entity.

**MAJOR SHAREHOLDERS and PARTNERS MUST COMPLETE AND INCLUDE SOCIAL SECURITY NUMBERS:**

1) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ SSN \_\_\_\_\_  
 2) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ SSN \_\_\_\_\_  
 3) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ SSN \_\_\_\_\_  
 4) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ SSN \_\_\_\_\_

IF DIVISION OR SUBSIDIARY, indicate Name, Address or Parent Company: \_\_\_\_\_

Do you trade under any other name? No  Yes  Specify \_\_\_\_\_  
 Will you be issuing purchase orders? No  Yes  PO Numbers? No  Yes   
 Is a monthly statement required? No  Yes  Fax  Email  Paper Statement   
 Do you accept back orders? No  Yes  (If no, all Back orders will be cancelled.)  
 Do you require pricing on packing slip? No  Yes

Your type of business? (Examples: Residential/commercial electrical contractor, manufacturing, distributor, hospital, school, other - please specify)

Bank \_\_\_\_\_ Address \_\_\_\_\_ Acct. # \_\_\_\_\_ Phone \_\_\_\_\_

In the event customer changes its banking relationship while the customer's account with BESCO remains open, customer agrees to immediately notify BESCO and provide BESCO with the name and address of customer's new bank and any and all other information concerning customer's new bank as is reasonably requested by BESCO.

**TRADE REFERENCES**

1.	NAME OF COMPANY	ADDRESS	PHONE	ACCT. #
2.	NAME OF COMPANY	ADDRESS	PHONE	ACCT. #
3.	NAME OF COMPANY	ADDRESS	PHONE	ACCT. #

Sales Tax Exemption certificate attached: PA 1220  563  NJ ST13  Other

If contractor copy of driver's license: Driver's License No. \_\_\_\_\_ Copy Attached? YES  NO

Who is authorized to pick up merchandise? \_\_\_\_\_ } Any change of Authorization must be by

Who is authorized to purchase merchandise? \_\_\_\_\_ } written notice to BESCO

Name of Buyer/Purchasing Agent? \_\_\_\_\_

Name of Bookkeeper of Accounts Payable Contact? \_\_\_\_\_

Credit line requested \_\_\_\_\_

The Applicant realizes that if BESCO approves credit, he/she/the company would understand the following terms and conditions:

1. The undersigned (in his/her, individual capacity) as the principal if the Company seeking the extension of credit, realizes the importance and value of credit being extended to his/her business and as a result does personally guarantee payment for any credit extended to the company.
2. Terms are 2% 10th of month, net 30 days from the date of invoice.
3. Accounts over sixty (60) days will be charged interest at 1 1/2% per month.
4. Credit privilege will be suspended on accounts that have exceeded their limit or accounts with balances sixty one days old. Exception to this requirement will be made only in those cases in which definite payment plans have been agreed upon through our credit department.
5. Applicant understands that in the event he/she defaults upon payment pursuant to the terms as set forth herein above BESCO is entitled to charge attorney's fees incurred in it's attempt to collect and or collection agency fees.
6. Applicant understands that providing e-mail address, authorizes BESCO to contact them via the internet regarding their account advertisement and sales.

We certify that all information on this application is correct, and that we fully understand our credit terms and agree to proper payment in consideration of extended credit. We hereby authorize you to investigate the references listed herein and consent to BESCO's use of a non-business consumer credit report on the undersigned in order to further evaluate the credit worthiness of the undersigned as principal, proprietor, and /or guarantor in connection with the extension of business credit as contemplated by this credit application. The undersigned hereby authorizes BESCO to utilize a consumer credit report on the undersigned from time to time in connection with the extension of continuation of the business credit represented by this credit application. The undersigned as an individual hereby knowingly consents 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.

SIGNED) \_\_\_\_\_ L.S. (PRINT) \_\_\_\_\_  
(TITLE) \_\_\_\_\_ (DATED) \_\_\_\_\_

<b>For Office Use Only</b>	
Checked By: _____	Group: _____
Approved By: _____	Limit: _____
Date: _____	Class: _____

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee  <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### 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									

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. 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 ▶

### 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### Specific Instructions

#### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

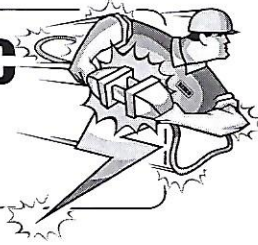
**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

# Broadway Electric Supply Company

*First in service for over 40 years.*



## Electronic Invoicing

At Broadway Electric, our goal is to make it easy for you to do business with us.  
***Including managing invoices!***

We encourage you to take advantage of our FREE electronic invoice delivery service; a better way for you to get your invoices and statements while helping the environment.

### ***Electronic Invoicing Benefits:***

- Receive statements and invoices faster
- Earlier receipt will help you meet your billing deadlines and get paid sooner
- Import data directly into your accounting system
- Easy access to your bill anytime/anywhere
- Eliminate stacks of paper and envelopes
- Go Green!

### ***Choose Your Delivery Method:***

#### **1. Email**

Receive one email per day that includes a PDF attachment of your statements and/or invoices from the prior day.

#### **2. Fax**

Receive faxes that include your invoices from the prior day.

Statements and invoices delivered by Email or Fax look identical to our paper statements and invoices. If you have further questions regarding this program, please contact our Billing department at (856) 845-5177.

### ***How to Sign Up:***

Please email us at [ar@besconj.com](mailto:ar@besconj.com) or fax this form to (856) 845-2473 and provide us with the following information:

Customer Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

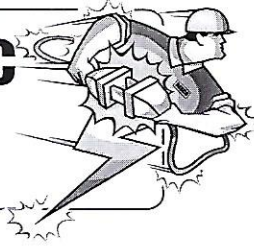
Which delivery method is preferred?

Email (address): \_\_\_\_\_

Fax (number): \_\_\_\_\_

# **Broadway Electric Supply Company**

*First in service for over 40 years.*



## **Attention Accounts Payable Manager**

### ***Remit-to address***

Please send all payments to:

Broadway Electric  
459 Mantua Ave.  
Woodbury, NJ 08096

Please update your Accounts Payable system immediately. If you have any questions, please contact our office at (856) 845-5177 or [ar@besconj.com](mailto:ar@besconj.com)

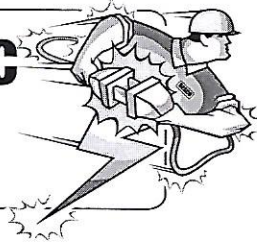
### ***Email or fax delivery option:***

As an added service, we are offering email or fax delivery for invoices and monthly statements. Please contact our office.

We appreciate your use of Broadway Electric as your partner for your electrical needs. Your suggestions and feedback are always appreciated. Thank you for your continued business.

# **Broadway Electric Supply Company**

*First in service for over 40 years.*



## **Electronic Payment Information**

### ***Payee Information***

Name: Broadway Electric  
Address: 459 Mantua Ave.  
Woodbury, NJ 08096

Contact Name: Harriet Jones  
Phone: (856) 845-5177  
Fax: (856) 845-2473  
Email: ar@besconj.com

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### ***Financial Institution Information***

Name: Fulton Bank of NJ  
100 Park Ave.  
Woodbury, NJ 08096

Bank Contact: Mona Sawyer  
Phone: (856) 856-0700 x 17505

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ACH Routing Transit Number: 031207636

Account Name: Loubo Inc. trading as Broadway Electric Supply Company Inc.

Deposit Account Number: 1200007859

Supporting data for payment to be emailed to ar@besconj.com

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***Please notify us when selecting to use this method of payment at ar@besconj.com.***