

Business Credit Application

Legal Business Name _____ Date _____

DBA _____

Address _____ City _____

State _____ Zip Code _____ Telephone No. _____

D&B No. _____ Tax Identification Number _____

Business Type or Industry _____ Style of Business _____

Billing address if different than above:

Address _____ City _____

State _____ Zip Code _____ Telephone No. _____

Owner/Manager _____ How Long in Business _____

Fax No. _____ E-mail _____ Website _____

Previous Business Name if Applicable _____

Estimated Annual Sales _____

Trade References:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Bank Reference _____

Pending lawsuits against company or filed bankruptcy? If so, when? _____

The undersigned authorizes inquiry as to credit information, including a credit report prepared by an outside credit-reporting agency and checking bank and trade references from time to time. We further acknowledge that credit privileges, if granted, may be withdrawn at any time.

Authorized Signature _____

Title _____

Date _____

Notice: All transactions conducted by this business will be reported to an outside credit-reporting agency.

Terms and Conditions of Sales

- The payment for all sales of goods or services will be according to the terms stated on the invoice for the sale of goods or services. The failure to pay on the net due date on each invoice shall deem the debt to be delinquent.
- We are obligated to comply with the provisions of 31 U.S.C. 3717 and 31 CFR Chapter IX Part 901.10 on assessment of interest, penalties, and administrative costs to all delinquent debt.
- Our terms are Net 30. These regulations require interest and penalties to accrue on all delinquent debt and are to be recorded monthly until the debt is collected in full or otherwise discharged.
- Interest must be charged on the amount due at the current Treasury Current Value of Funds Rate, which is currently 4 % per year. The rate will be assessed based on invoice date and current Funds Rate. This rate will remain fixed for the duration of the indebtedness.
- A penalty of six percent per year must be assessed on the amount due for failure to pay debt more than 90 days past due.
- Internal Offset will be done for any delinquent debt owed from a vendor which debt is still delinquent 30 days after the initial demand letter is sent. This process will withhold funds owed to your company and may be applied to the delinquent balance owed by your company.
- Additionally, you may be charged an administrative fee each time an effort is made to collect on outstanding amount due. Further, we are required by law to turn any debt over to the U.S. Treasury for collection once the debt reaches a certain age. Treasury collection may include, but is not limited to; offsets through the Internal Revenue Service (IRS), State Payment, administrative or salary offset actions, reporting of debt to a credit bureau, or referral to the U.S. Department of Justice Counsel for litigation.
- A debt that is forgiven in the amount of \$600.00 or more is considered income for the debtor. This benefit will be reported to the IRS as such at the end of each calendar year.
- We will be reporting your credit information to the appropriate credit reporting agencies on a monthly basis.
- Outside Agencies used in the credit decision and for reporting debt are:

Dun & Bradstreet
899 Eaton Ave
Bethlehem, PA 18025
888-814-1435

Experian
P.O. Box 9531
Allen, TX 75013
888-211-0728 # 4

- We will be conducting periodic reviews of your payment and credit history, should we feel an adjustment to this limit is warranted we will notify you of the change at that time. We would of course be pleased to review your account with you if you believe an increased credit line is justified.
- Payment will not be made subject to or governed by another payment agreement with your customers. Your payment terms are based on a Net 30 from invoice date.

- Check payments will be processed through PCC OTC. PCC OTC (Paper Check Conversion over the Counter) is a program that converts paper checks received into electronic debits to a check writer's account or into a substitute check image that is truncated and cleared under the authority of Check 21. Remittance checks will be converted to electronic funds transfer (EFT). Your check will be used to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement. We will retain a copy of your check and destroy the original. Your original check will not be returned. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed due to insufficient funds, we may make an additional attempt to transfer funds.
- Negotiable instruments we accept are Company's Check, Cashier's Check, Money Order, Certified Check, and major Credit Card.
- Notify us if any change in billing address to ensure that no delays in payment occur due to non-receipt of invoices.
- All remittances or billing address changes need to be sent to:

**Federal Prison Industries (UNICOR)
PO BOX 11890
Lexington, KY 40578-1890**

**Request for Taxpayer
Identification Number and Certification**

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

Print or Type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ➤ _____	<input type="checkbox"/> Exempt from backup withholding
	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. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see 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.

Social security number								
			+			+		

or

Employer identification number								
			+					

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

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. person (including a U.S. resident alien).

Certification instructions. You must cross out item **2** above if you have been notified by the IRS that you 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 debit, contributions to an individual retirement arrangement (IRA), and generally, payment 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.)

Part III Enter your Dun and Bradstreet Number

DUNS number								
			+			+		

Sign Here	Signature of U.S. person ➤	Date ➤