



Pennsylvania Locations:

Harrisburg: 717-564-3031
 Drums: 570-788-1127
 Brownstown: 717-859-3132
 Lock Haven: 570-769-1070

Complete ALL information and send application to:
CREDIT DEPARTMENT

U.S. Mail: Highway Equipment & Supply Co.
 P.O. Box 1957
 Harrisburg, PA 17105

Fax: 717 564 3568

Email: raya@hwyequip.com

CREDIT APPLICATION



Highway Equipment Representative/Contact:

COMPANY/CUSTOMER INFORMATION

Company/Customer Name		Date:	
Address		City	State
Phone		Fax	Email
Company/Customer Name		Federal Tax ID or S/S Number	
Address		City	State
Phone		Fax	Email

Type of Business <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Municipal <input type="checkbox"/> Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corp. (LLC)	State Sales Tax <input type="checkbox"/> Taxable <input type="checkbox"/> Non-Taxable (Certificate required if non-taxable)	Number of Years in Business	Annual Net Sales
			Net Worth

INFORMATION ON PRINCIPAL/OWNER, OFFICERS, PARTNERS, OR GUARANTORS

Name	Title	Social Security Number	% of ownership & how many years % Years
Home Address	City	State	Zip
Name	Title	Social Security Number	% of ownership & how many years % Years
Home Address	City	State	Zip

COMPANY BANK REFERENCES

Name of Bank/Branch	How long? Years	Checking Account # Loan Account #	Phone: Fax:	Contact Officer
Name of Bank/Branch	How long? Years	Checking Account # Loan Account #	Phone: Fax:	Contact Officer

TRADE REFERENCES

Name of Supplier	City & State	Phone: Fax:	Contact Person
Name of Supplier	City & State	Phone: Fax:	Contact Person
Name of Supplier	City & State	Phone: Fax:	Contact Person
Name of Supplier	City & State	Phone: Fax:	Contact Person
Accounts Payable Contact Person & Phone Number		P/O Required? Y/N	Credit Line Requested \$

NOTE: On applications for equipment over \$350,000.00 - two (2) year-end financial/tax returns and two (2) interim statements are required.
NOTE: On applications for parts, service, or rentals over \$50,000.00, prior year-end financials are required.
If applicant is LLC, copy of Operating Agreement is requested.

Applicant certifies that the information contained in this credit/financing application is true and correct and authorizes Highway Equipment & Supply Co. or to whom this application is made and any credit bureau or investigative agency to investigate the information contained within this application. The undersigned authorizes all parties contacted to release credit and financial information requested as part of said investigation. Applicant warrants that this application and information provided herein is presented solely for business purposes only.

Officer/Owner _____ **Date** _____

P.O. Box 1957, 4500 Paxton St.

Harrisburg, PA 17105



Phone: 717-564-3031

Fax: 717-564-3568

CREDIT APPLICATION
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www.hwyequip.com

BY SIGNING BELOW, I/WE HEREBY AUTHORIZE HIGHWAY EQUIPMENT & SUPPLY CO., ITS AGENT, OR ANY CREDIT BUREAU OR OTHER INVESTIGATIVE AGENCY EMPLOYED BY HIGHWAY EQUIPMENT & SUPPLY CO. TO INVESTIGATE THE REFERENCES HEREIN LISTED AND TO INVESTIGATE MY/OUR CREDIT, AND AUTHORIZE ANY BANK, MORTGAGE LENDER, CREDITOR, LANDLORD, OR ANY OTHER PARTY TO RELEASE INFORMATION TO HIGHWAY EQUIPMENT & SUPPLY CO., AND TO HOLD HARMLESS ANY SUCH PARTY FOR MAKING SAID RELEASE OF INFORMATION. THIS INCLUDES AUTHORIZATION TO ORDER A CREDIT REPORT FROM REPORTING BUREAU OR FROM ANY OTHER SOURCE SUPPLYING SAID CREDIT INFORMATION WITH REGARD TO THIS PROCESSING SHEET.

I/WE ALSO AGREE TO PAY HIGHWAY EQUIPMENT & SUPPLY CO., IN FULL, WITHIN THIRTY (30) DAYS OF INVOICE DATE. ALL PAYMENTS DUE AND OWING SHALL BE MADE AT THE OFFICE OF HIGHWAY EQUIPMENT & SUPPLY CO., 4500 PAXTON STREET, P.O. BOX 1957, HARRISBURG, DAUPHIN COUNTY, PENNSYLVANIA. FOR ALL PAST DUE AMOUNTS, I/WE AGREE TO PAY A FINANCE CHARGE OF 1½% PER MONTH (MINIMUM CHARGE \$0.50) WHICH IS AN ANNUAL RATE OF 18%. I/WE WILL PAY ALL COLLECTION COSTS IF IT BECOMES NECESSARY TO REFER MY/OUR ACCOUNT FOR COLLECTION.

I/WE GRANT HIGHWAY EQUIPMENT & SUPPLY CO. A PURCHASE MONEY SECURITY INTEREST IN ALL GOODS AND MATERIALS ("COLLATERAL") WHICH ARE ACQUIRED WITH THE CREDIT GRANTED TO THE EXTENT SUCH CREDIT OR ANY PART THEREOF HAS NOT BEEN REPAYED.

I/WE ACKNOWLEDGE THAT CREDIT EXTENDED UNDER THIS APPLICATION IS NOT AND SHALL NOT BE DEEMED CONSUMER CREDIT, AND I/WE REPRESENT THAT THE GOODS PURCHASED UNDER THIS AGREEMENT ARE USED AND CONSUMED IN MY/OUR BUSINESS AND FOR BUSINESS, PROFESSIONAL, OR COMMERCIAL PURPOSES ONLY.

I/WE UNDERSTAND THAT HIGHWAY EQUIPMENT & SUPPLY CO. WILL NOT PROVIDE ANY OF MY/OUR PERSONAL, BUSINESS, OR CREDIT INFORMATION OBTAINED AS PART OF THIS APPLICATION, OR SUBSEQUENTLY OBTAINED, TO ANY THIRD PARTY WITHOUT MY/OUR WRITTEN CONSENT.

BY: _____
(MUST BE SIGNED BY CORPORATE OFFICER)

TITLE: _____ DATE: _____

Drums Office

15 Honey Hole Rd.
Drums, PA 18222
Phone: 570-788-1127
Fax: 570-788-1593

Brownstown Office

200 Burkholder Dr.
Ephrata, PA 17522
Phone: 717-859-3132
Fax: 717-859-2685

Lock Haven Office

122 Fritz Rd.
Lock Haven, PA 17745
Phone: 570-769-1070
Fax: 570-769-1071

PENNSYLVANIA EXEMPTION CERTIFICATE



**BUREAU OF
BUSINESS TRUST FUND TAXES**
PO BOX 280901
HARRISBURG PA 17128-0901

- STATE AND LOCAL SALES AND USE TAX
- STATE 6% AND LOCAL 1% HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- VEHICLE RENTAL TAX (VRT)
- ADDITIONAL LOCAL, CITY, COUNTY HOTEL TAX **

This form cannot be used to obtain a Sales Tax Account ID, PTA Account ID or Exempt Status.

**(Please Print or Type)
Read Instructions
On Reverse Carefully**

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

- CHECK ONE:** PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor or Lessor

Street	City	State	ZIP Code
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NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

- FORM MV-1, Application for Certificate of Title (first-time registrations)
- FORM MV-4ST, Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate **are exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____
- 2. Purchaser is a/an: _____
- 3. Property will be resold under Account ID _____. (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 7 explaining why a number is not required.)
- 4. Purchaser is a/an: _____ holding Exemption Account ID _____
- 5. Property or services will be used directly and predominately by purchaser performing a public utility service.
 PA Public Utility Commission PUC Number _____ and/or U.S. Department of Transportation MC/MX _____
- 6. Exempt wrapping supplies, Account ID _____. (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 7 explaining why a number is not required.)
- 7. Other _____
 (Explain in detail. Additional space on reverse side.)

I am authorized to execute this certificate and claim this exemption. Misuse of this certificate by seller, lessor, buyer, lessee or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee	Signature	EIN	Date
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Street	City	State	ZIP Code
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1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).

GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and local sales and use tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel occupancy tax (state 6%, Philadelphia 1%, Allegheny 1%) if referenced with the symbol (●);
- d. PTA fee on the purchase of tires if referenced with the symbol (+);
- e. Vehicle rental tax (VRT);

EXEMPTION REASONS

- 1.) Property and/or services will be used directly and predominately by purchaser in performing purchaser's operation of:
- A. Manufacturing B. Mining C. Dairying D. Processing E. Farming F. Shipbuilding

This exemption is not valid for property or services used in: (a) constructing, repairing or remodeling of real property, other than real property used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. Effective October 1, 1991, this exemption does not apply to certain services and PTA tire fee.

- 2.) Purchaser is a/an:
- + A. Instrumentality of the commonwealth.
 - + B. Political subdivision of the commonwealth.
 - + ● C. Municipal authority created under the Municipality Authorities Acts.
 - + ● D. Electric cooperative corporations created under the Electric Cooperative Law of 1990.
 - E. Cooperative agricultural associations required to pay corporate net income tax under the Cooperative Agricultural Association Corporate Net Income Tax Act (exemption not valid for registered vehicles).
 - + ● F. Credit unions organized under Federal Credit Union Act or commonwealth Credit Union Act.
 - + ● G. U.S. government, its agencies and instrumentalities.
 - H. Federal employee on official business (exemption limited to hotel occupancy tax only. A copy of orders or statement from supervisor must be attached to this certificate.)
 - I. School bus operator (This exemption certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation.)

- 3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax Account ID, complete Number 7 explaining why such number is not required. This exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

4.) Renewable Entities beginning with "75":	Permanent Exemptions beginning with the two numbers "76":	Special Exemptions:
A. Religious Organization	E. School District	F. Direct Pay Permit Holder
B. Volunteer Firemen's Organization		G. Individual Holding Diplomatic ID
C. Nonprofit Educational Institution		H. Keystone Opportunity Zone
D. Charitable Organization		I. Tourist Promotion Agency

Exemption limited to purchase of tangible personal property or services for use and not for sale. The exemption shall not be used by a contractor performing services to real property. An exempt organization or institution shall have an Account ID assigned by the PA Department of Revenue and diplomats shall have an identification card assigned by the federal government. The exemption for categories A, B, C and D are not valid for property used for the following: (1) construction, improvement, repair or maintenance or any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated activities or operation of a public trade or business; or (3) equipment used to maintain real property.

- 5.) Property or services will be used directly and predominately by purchaser in the production, delivery or rendition of public utility services as defined by the PA Utility Code.
- This exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property used directly in rendering the public utility services; or (2) managerial, administrative, supervisor, sales or other nonoperational activities; or (3) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.
- 6.) Vendor/seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.
- 7.) Other (Attach a separate sheet of paper if more space is required.) _____
- _____
- _____
- _____

* Employees or representatives of the Commonwealth are exempt from any taxes on hotel stays or room rentals imposed by local governments that are in addition to the 6% state tax and the 1% Philadelphia and Allegheny County hotel occupancy tax.