



# Customer Application

Please print or type answers to the questions and place in enclosed reply envelope.

Resale Certificate No.		Office Use Only	
		DC No.	CN No.
Firm Name		Telephone Number ( )	E-Mail Address
Street Address		FAX Number ( )	Mail Address (if different than street address)
City	County	State	Zip Code
Primary Type of Business			

### PRINCIPAL OWNERS & OFFICERS

Name	SS#	Position or Title	Full Time	Part Time
			<input type="checkbox"/>	<input type="checkbox"/>

Home Address: Street-City-State-Zip

How Long in Business? \_\_\_\_\_ P.O. Number Required?  Yes  No Amount of Credit Line Requested \_\_\_\_\_

Partnership  Proprietorship  Listed with Dun & Bradstreet

Corporation  Branch  State of Incorporation \_\_\_\_\_

#### IMPORTANT: SALES TAX EXEMPTION

By law, Kay Toledo Tag must charge sales tax if a valid resale certificate is not completed and returned to us. If you do not complete the attached Blanket Resale/Exemption Certificate, one will be mailed to you within two weeks of opening your account. To be considered valid the certificate must indicate your resale certificate number and must be signed.

Please furnish us the information listed below for one bank reference and two supplier references.

BANK NAME	BANK NAME	BANK NAME
Bank Name	Account No.	Phone ( )
		Fax ( )
Address		
City	State	Zip
CREDIT REFERENCES	CREDIT REFERENCES	CREDIT REFERENCES
Supplier Name	Account No.	Phone ( )
		Fax ( )
Address		
City	State	Zip
Supplier Name	Account No.	Phone ( )
		Fax ( )
Address		
City	State	Zip

APPLICANT'S SIGNATURE attests financial responsibility, willingness, and ability to pay invoices in accordance with Kay Toledo Tag terms. Further, it is understood orders or shipments will be held if account falls beyond terms. Applicant also acknowledges responsibility for any cost and expenses incurred in the collection of account by third party. The above information is willingly supplied and applicant authorizes Kay Toledo Tag to make the necessary inquiries with bank/trade references, and to obtain credit reports individually (if applicable) and/or financial statements from Company in the extension or continuation of credit terms. Applicant's signature or first submitted order also attests acceptance of Kay Toledo Tag trade policies. To view a copy of these policies, visit [www.ennis.com/trade-policies](http://www.ennis.com/trade-policies) or request by phone from the Kay Toledo Tag accounting department.

PLEASE RETURN THE ORIGINAL OF THIS FORM TO

**Kay Toledo Tag**  
**ATTN: Customer Finance**  
**2441 Presidential Pkwy.**  
**Midlothian, TX 76065**

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

Title \_\_\_\_\_

Phone: (800) 962.0944 Fax: (972) 775.9196

The Equal Credit Opportunity Act prohibits grantor from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status and age (providing the applicant has the capacity to enter into a binding contract). The federal agency that administers compliance with this law concerning this credit grantor is the Federal Trade Commission.

# Additional Contacts

Upon receipt and approval of your application, your company will be added to our mailing list for all marketing related literature. Please use the space below to indicate additional individuals within your company who should receive this information. Please attach additional sheets if necessary.

Name (First & Last)			Title
Address 1 (if different than primary address)			Phone (     )
Address 2			Fax (     )
City	State	Zip	E-mail

Name (First & Last)			Title
Address 1 (if different than primary address)			Phone (     )
Address 2			Fax (     )
City	State	Zip	E-mail

Name (First & Last)			Title
Address 1 (if different than primary address)			Phone (     )
Address 2			Fax (     )
City	State	Zip	E-mail

Name (First & Last)			Title
Address 1 (if different than primary address)			Phone (     )
Address 2			Fax (     )
City	State	Zip	E-mail

Name (First & Last)			Title
Address 1 (if different than primary address)			Phone (     )
Address 2			Fax (     )
City	State	Zip	E-mail

**E-mail Policy:** At no time will we sell or share your e-mail address with a third party. Occasionally, we send promotional e-mails, which include special offers, sales tips and other marketing related information. Please check the box next to your e-mail address if you would prefer not to receive these e-mails.

# Blanket Resale & Exemption Certificate for all states except New York

The undersigned vendee hereby certifies that it is a regularly licensed retailer under the Law(s) of the state(s) indicated on the reverse side of this form holding the sales tax license or permit number(s) there enumerated and that all the tangible personal property purchased from:

ENNIS, INC. AND ALL OF ITS SUBSIDIARIES AS LISTED ON PAGE 2

Is exempt from sales and use tax for the following reason: (Check applicable reason below)

RETURN TO: **Ennis Customer Finance**  
**2441 Presidential Pkwy.**  
**Midlothian, Texas 76065**  
**Fax (800) 323.9554**  
**accounting@ennis.com**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CUSTOMER NUMBER

Product that you will purchase: \_\_\_\_\_

Primary type of business: \_\_\_\_\_

Check



\_\_\_\_\_ Resale, in the regular course of business, in the form of tangible personal property.

\_\_\_\_\_ Incorporating the same, as a material, ingredient or component part, into tangible personal property produced for sale.

\_\_\_\_\_ Other authorized exemption (described).

This certificate shall be considered a part of each order given by vendee from and after the effective date herof, unless such order shall otherwise specify.

This certificate shall continue in full force and effect unless and until revoked in writing by the vendee.

The vendee understands and agrees that if it uses any property purchased tax-free under this certificate in any manner which would not exempt the sale from tax, it becomes the user or consumer of such property, and as such assumes liability for and undertakes to pay the tax and interest and penalty thereon, if any.

Date as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**PLEASE INCLUDE YOUR SIGNATURE, TITLE  
AND RESALE CERTIFICATE NUMBER.**

\_\_\_\_\_  
Name of Purchaser (print or type)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
State Exempt In (See reversed side if more than one state.)

\_\_\_\_\_  
Signature of Purchaser or Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Resale Certificate Number

If you are exempt in more than one state, please fill in the appropriate blank on the reverse side.

**If you are exempt in the state of New York you must complete the ST-120 instead of this form.**

Office File #: \_\_\_\_\_

## **Listing of Ennis, Inc. Subsidiaries**

Ennis Inc.	GenForms
Ad Concepts	Hoosier Data Forms
Adams McClure L.L.P.	Kay Toledo Tag
Admore, Inc.	Mutual Graphics
Alstyle Apparel, LLC	National Imprint Corp. (NIC)
American Forms L.L.P.	Northstar Computer Forms, Inc.
American Paper Converting, LLC	PrintXcel
Atlas Tag & Label	Printegra
B&D Litho of Arizona	Printgraphics
Block Graphics, Inc.	Royal Business Forms, Inc.
Calibrated Forms Co.	Skyline Business Forms
Crabar/GBF	Special Service Partners (SSP)
Curtis Business Forms (CBF)	Specialized Printing
EBF of Kansas, Inc.	Star Award Ribbon
Ennis Business Forms, Inc.	TBF/Avant-garde
Ennis of Colorado	Texas EBF, L.P.
Falcon Business Forms	Trade Envelope
Folder Express	Tri-C Business Forms
Forms Manufacturers (FMI)	Wisco Envelope
General Financial Supply	Witt Printing

# IMPORTANT

Please insert your Sales Tax License or Registration Number in the following tax jurisdictions in which you are registered:

Resale Certificate Number

ALABAMA \_\_\_\_\_  
ALASKA \_\_\_\_\_  
ARIZONA \_\_\_\_\_  
ARKANSAS \_\_\_\_\_  
CALIFORNIA \_\_\_\_\_  
COLORADO \_\_\_\_\_  
CONNECTICUT \_\_\_\_\_  
DELAWARE \_\_\_\_\_  
DISTRICT of COLUMBIA \_\_\_\_\_  
FLORIDA \_\_\_\_\_  
GEORGIA \_\_\_\_\_  
HAWAII \_\_\_\_\_  
IDAHO \_\_\_\_\_  
ILLINOIS \_\_\_\_\_  
INDIANA \_\_\_\_\_  
IOWA \_\_\_\_\_  
KANSAS \_\_\_\_\_  
KENTUCKY \_\_\_\_\_  
LOUISIANA \_\_\_\_\_  
MAINE \_\_\_\_\_  
MARYLAND \_\_\_\_\_  
MASSACHUSETTS \_\_\_\_\_  
MICHIGAN \_\_\_\_\_  
MINNESOTA \_\_\_\_\_  
MISSISSIPPI \_\_\_\_\_  
MISSOURI \_\_\_\_\_

Resale Certificate Number

MONTANA \_\_\_\_\_  
NEBRASKA \_\_\_\_\_  
NEVADA \_\_\_\_\_  
NEW HAMPSHIRE \_\_\_\_\_  
NEW JERSEY \_\_\_\_\_  
NEW MEXICO \_\_\_\_\_  
NEW YORK – **Please complete the ST-120** \_\_\_\_\_  
NORTH CAROLINA \_\_\_\_\_  
NORTH DAKOTA \_\_\_\_\_  
OHIO \_\_\_\_\_  
OKLAHOMA \_\_\_\_\_  
OREGON \_\_\_\_\_  
PENNSYLVANIA \_\_\_\_\_  
RHODE ISLAND \_\_\_\_\_  
SOUTH CAROLINA \_\_\_\_\_  
SOUTH DAKOTA \_\_\_\_\_  
TENNESSEE \_\_\_\_\_  
TEXAS \_\_\_\_\_  
UTAH \_\_\_\_\_  
VERMONT \_\_\_\_\_  
VIRGINIA \_\_\_\_\_  
WASHINGTON \_\_\_\_\_  
WEST VIRGINIA \_\_\_\_\_  
WISCONSIN \_\_\_\_\_  
WYOMING \_\_\_\_\_



# Resale Certificate for New York Businesses only

# ST-120

(1/11)

For New York businesses only.

Name of seller			Name of purchaser		
Street address			Street address		
City	State	ZIP code	City	State	ZIP code

Mark an **X** in the appropriate box:  Single-use certificate  Blanket certificate  
 Temporary vendors must issue a single-use certificate.

**To the purchaser:**

You may not use this certificate to purchase items or services that are not for resale. If you purchase tangible personal property or services for resale, but use or consume the tangible personal property or services yourself in New York State, you must report and pay the unpaid tax directly to New York State. Any misuse of this certificate will result in tax liabilities and substantial penalty and interest.

**Purchaser information** – please type or print

I am engaged in the business of \_\_\_\_\_ and principally sell \_\_\_\_\_  
 (Contractors may not use this certificate to purchase materials and supplies.)

**Part 1 – To be completed by registered New York State sales tax vendors**

I certify that I am:

- a New York State vendor (including a hotel operator or a dues or admissions recipient), show vendor or entertainment vendor. My valid *Certificate of Authority* number is \_\_\_\_\_
- a New York State temporary vendor. My valid *Certificate of Authority* number is \_\_\_\_\_ and expires on \_\_\_\_\_

I am purchasing:

- A.** Tangible personal property (other than motor fuel or diesel motor fuel)
  - for resale in its present form or for resale as a physical component part of tangible personal property;
  - for use in performing taxable services where the property will become a physical component part of the property upon which the services will be performed, or the property will actually be transferred to the purchaser of the taxable service in conjunction with the performance of the service; or
- B.** A service for resale, including the servicing of tangible personal property held for sale.

**Part 2 – To be completed by non-New York State purchasers**

~~I certify that I am not registered nor am I required to be registered as a New York State sales tax vendor. I am registered to collect sales tax or value added tax (VAT) in the following state/jurisdiction \_\_\_\_\_ and have been issued the following registration number \_\_\_\_\_. (If sales tax or VAT registration is not required and a registration number is not issued by your home jurisdiction, indicate the location of your business and write **not applicable** on the line requesting the registration number.)~~

~~I am purchasing:~~

- ~~**C.** Tangible personal property (other than motor fuel or diesel motor fuel) for resale, and it is being delivered directly by the seller to my customer or to an unaffiliated fulfillment services provider in New York State.~~
- ~~**D.** Tangible personal property for resale that will be resold from a business located outside New York State.~~

**Certification:** I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to, the vendor as agent for the Tax Department for the purposes of Tax Law section 1838 and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Type or print name and title of owner, partner, or authorized person of purchaser	
Signature of owner, partner, or authorized person of purchaser	Date prepared

**Substantial penalties will result from misuse of this certificate.**