



## **Customer Credit Application and Agreement Packet Includes:**

- **Credit Application and Agreement**
  - Ownership & Credit Information
  
- **Guarantee Agreement**
  - Personal Guaranty for any credit extended
    - ✓ Must sign and date for any credit to be issued
  - Guarantee Agreement for Multiple Locations
    - ✓ Only fill out if you have more than one location
  - Electronic Signature
    - ✓ Check box to electronically sign the application
    - ✓ Fill out date, name and signature to complete the process
  
- **Wisconsin Sales and Use Tax Exemption Certificate**
  - Exemption from Wisconsin Sales Tax on items purchased from Valley Cooperative Association
    - ✓ Fill in business name and address at top of page 1
    - ✓ Fill in seller's permit or use tax certificate located center of page 1
    - ✓ Sign and date at bottom of page 2
  
- **IRS W-9**
  - Required if we would need to issue you a check for any reason
    - ✓ Complete all sections
    - ✓ Must be signed and dated