

CLOISTER CHARGE ACCOUNT APPLICATION

Failure to complete any of the following may cause a delay in the approval of your Cloister Charge Account

Legal Name of Business _____ DBA Name (If different than legal name) _____

Business Address _____ City _____ State _____ Zip _____

Billing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____

Primary Contact _____ Primary's Phone # _____ Primary's Fax # _____

Billing Contact _____ Billing's Phone # _____ Billing's Fax # _____

The Cloister Charge Account requires the Cloister Charge card to be presented at the time of each purchase.

Nature of Business _____ Year Business Established _____

Type of Business: Corporation
 Sole Proprietorship
 Partnership
 Non-Profit Organization
 Government

State of Incorporation: _____

Federal EIN # _____ SS# (for Sole or Partnership) _____ Sales Tax Exemption # _____
(Tax exemption certificate must be included)

Principal Owners or Officers:

Name	Title	Home Address	Home Phone #	SS#
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Primary Banking Reference:

Bank Name _____ Branch Address _____ City _____ State _____ Zip _____ Phone # _____ Fax # _____

Contact Officer _____ Account # _____ Type of Account _____

Account # _____ Type of Account _____

Trade References:

Name	Address	Phone #	Fax #	Account #
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

TERMS:

1. **THE CLOISTER CHARGE ACCOUNT REQUIRES A MINIMUM MONTHLY ACTIVITY OF \$100.00.** If the monthly minimum is not maintained over a consecutive three month period, Cloister Wash & Lube reserves the right to close the account.
2. A Cloister Charge card **MUST** must be presented at the time of **EACH** purchase. Otherwise, the service or merchandise **MUST** be paid for with cash, check, or credit card at the time of purchase. No charges will be placed on account without the appropriate identification.
3. A sales receipt is given to the account user at the time of each purchase. Additional receipt copies will not be included with the monthly statement.
4. Anyone holding a Cloister Charge card is authorized to charge services or merchandise to the undersigned's Cloister Charge Account. It is the Applicant's responsibility to collect the card of any terminated account user.
5. Contact Cloister Wash & Lube immediately at 717.733.9688 or 1.877.BESTWASH concerning lost, stolen, or damaged Cloister Charge cards. The Applicant is responsible for any charges incurred on any lost or stolen card prior to the notification of Cloister Wash & Lube. A replacement fee of \$5.00 per card will be charged for any lost, stolen, or damaged Cloister Charge card. This replacement fee will be charged to your account.
6. Cloister Wash & Lube credit terms are Net 30 days from statement close date. Cloister Wash & Lube reserves the right to charge a late fee at the rate of 18% per annum (1.50% monthly) to any account balance exceeding 30 days Net. Contact Cloister Wash & Lube immediately concerning any billing error or dispute.
7. Only the primary contact (as indicated above) is authorized to request information, initiate changes, or order/deactivate a Cloister Charge card for this Applicant. Notify Cloister Wash & Lube in writing to change the primary account contact.

GUARANTY:

It is understood and agreed that upon approval of this application or reapplication and in consideration of credit being extended, the undersigned principles will unconditionally, individually, jointly and severally guarantee full payment of the purchase price of services and merchandise so purchased. The undersigned agree to give written notice to Cloister Wash & Lube in the event of any change of ownership or status of ownership and further agree that all purchasers will remain the responsibility of the undersigned unless agreed to by Cloister Wash & Lube in writing.

ATTORNEYS FEES:

In the event it is necessary for Cloister Wash & Lube to institute collection proceedings against the undersigned then Cloister Wash & Lube, in addition to all amounts owed, the undersigned shall pay Cloister Wash & Lube for all costs and expenses of collection including without limitation all reasonable attorney fees and expenses, court costs and costs of collection.

CERTIFICATION:

I/We certify that all information on the application is correct and the listed bank and trade references are authorized to release appropriate information to Cloister Wash & Lube, which will be held in confidence, necessary for credit approval and that an authorized officer, owner, partner or representative has signed this application. **I/WE CERTIFY THAT THIS APPLICATION IS FOR BUSINESS CREDIT AND IS NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.**

By signing below, I/we acknowledge and agree to the foregoing conditions.

Principal Signature

Date

Principal Signature

Date

Principal Signature

Date



CUSTOMER RELEASE

I hereby authorize my bank and/or trade references to release information regarding my account to Cloister Wash & Lube. I also authorize Cloister Wash & Lube to make whatever inquiries they deem necessary and appropriate for purposes of evaluating my credit application.

Company Name

Authorized Representative

Title

Signature

Date



SERVICE AUTHORIZATION FORM

_____ (“Account”) authorizes Cloister Wash & Lube to
Company Name
wash/service all vehicles listed on the *Card Issuance Form*. The vehicles may have non-factory/add-on equipment and/or prior damage. The Account takes full responsibility for any damage if a problem occurs as a result of the above mentioned items.

Printed Name of Authorized Representative

Signature of Authorized Representative

Date



COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF REVENUE
 BUREAU OF BUSINESS TRUST FUND TAXES
 PO BOX 280901
 HARRISBURG, PA 17128-0901

PENNSYLVANIA EXEMPTION CERTIFICATE

CHECK ONE:

- STATE OR LOCAL SALES AND USE TAX
- STATE OR LOCAL HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

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

**Read Instructions
 On Reverse Carefully**

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

<p>CHECK ONE: <input type="checkbox"/> PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONETRANSACTION) <input type="checkbox"/> PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLETRANSACTIONS)</p>			
<p>Name of Seller, Vendor, or Lessor</p>			
Street	City	State	ZIP Code
<p>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.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____ <input type="checkbox"/> 2. Purchaser is a/an: _____ <input type="checkbox"/> 3. Property will be resold under License Number _____. (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.) <input type="checkbox"/> 4. Purchaser is a/an: _____ holding Exemption Number _____ <input type="checkbox"/> 5. Property or services will be used directly and predominately by purchaser performing a public utility service. <input type="checkbox"/> PA Public Utility Commission PUC Number _____ and/or <input type="checkbox"/> US Department of Transportation MC/MX _____ <input type="checkbox"/> 6. Exempt wrapping supplies, License Number _____. (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.) <input type="checkbox"/> 7. Other _____ (Explain in detail. Additional space on reverse side.) 			
<p>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.</p>			
Name of Purchaser or Lessee		Signature	EIN Date
Street	City	State	ZIP Code

- 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 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 which are used in: (a) constructing, repairing, or remodeling of real property, other than real property which is 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. United States 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. For purchase of school buses, see NOTE below.)

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 License Number, 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 the two numbers 75:**

- A. Religious Organization
- B. Volunteer Firemen's Organization
- C. Nonprofit Educational Institution
- D. Charitable Organization

Permanent Exemptions beginning with the two numbers 76:

- E. School District

Special Exemptions:

- F. Direct Pay Permit Holder
- + ● G. Individual Holding Diplomatic ID
- H. Keystone Opportunity Zone
- 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 exemption number 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 which is 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.) _____

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 and Licensing, use **FORM MV-1**, "Application for Certificate of Title", for "first time" registrations and **FORM MV-4ST**, "Vehicle Sales and Use Tax Return/Application for Registration", for all other registrations.