



# TESTA PRODUCE, INC.

FRESH PRODUCE AND FROZEN FOODS  
1501 South Blue Island Avenue ~ Chicago, Illinois 60608  
Phone (312) 226-3237 ~ Fax (312) 455-0078 ~ [www.testaproduce.com](http://www.testaproduce.com)

## FAX COVER SHEET

<b>To:</b> Testa Produce Credit Dept	<b>From:</b>
<b>Fax:</b> 312-455-0078	<b>Page:</b> 3
<b>Phone:</b> 312-226-3237	<b>Date:</b>
<b>Re:</b>	<b>CC:</b>

# Credit Application Attached.

Salespersons Name (if any) \_\_\_\_\_



# TESTA PRODUCE, INC.

FRESH PRODUCE AND FROZEN FOODS  
1501 South Blue Island ~ Chicago, Illinois 60608  
Phone (312) 226-3237 ~ Fax (312) 226-3410

## Credit Application

### **Corporation/Office Information**

Corporation Name: \_\_\_\_\_  
Corporation Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Corporation Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Type of Organization: Corporation\_\_\_ Partnership\_\_\_ Sole Proprietorship\_\_\_

### **Unit/Location Information**

dba/Retail Name: \_\_\_\_\_  
Delivery Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Illinois Resale Tax Num \_\_\_\_\_

### **Corporation Key Personnel**

<b>President:</b> _____	Home Address: _____
City/State/Zip: _____	Home Phone Number: _____
<b>Vice-President:</b> _____	Home Address: _____
City/State/Zip: _____	Home Phone Number: _____
<b>Sec/Treas:</b> _____	Home Address: _____
City/State/Zip: _____	Home Phone Number: _____

### **Banking Information**

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_

### **Trade References**

Name: _____	Name: _____
Contact: _____	Contact: _____
Address: _____	Address: _____
City, State, Zip: _____	C/S/Z: _____
Phone: _____	Phone: _____
Name: _____	Name: _____
Contact: _____	Contact: _____
Address: _____	Address: _____
City, State, Zip: _____	C/S/Z: _____
Phone: _____	Phone: _____

**Salesman's Name:** \_\_\_\_\_



# CRT-61 Certificate of Resale

## Step 1: Identify the seller

1 Name \_\_\_\_\_

2 Business address \_\_\_\_\_

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

## Step 2: Identify the purchaser

3 Name \_\_\_\_\_

4 Business address \_\_\_\_\_

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

5 Complete the information below. Check only one box.

The purchaser is registered as a retailer with the Illinois Department of Revenue. \_\_\_\_\_  
Registration number

The purchaser is registered as a reseller with the Illinois Department of Revenue. \_\_\_\_\_  
Resale number

The purchaser is authorized to do business out-of-state and will resell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.

## Step 3: Describe the property

6 Describe the property that is being purchased for resale or list the invoice number and the date of purchase.  
\_\_\_\_\_  
\_\_\_\_\_

## Step 4: Complete for blanket certificates

7 Complete the information below. Check only one box.

I am the identified purchaser, and I certify that all of the purchases that I make from this seller are for resale.

I am the identified purchaser, and I certify that the following percentage, \_\_\_\_\_ %, of all of the purchases that I make from this seller are for resale.

## Step 5: Purchaser's signature

I certify that I am purchasing the property described in Step 3 from the stated seller for the purpose of resale.

\_\_\_\_\_  
Purchaser's signature Date

**Note:** It is the seller's responsibility to verify that the purchaser's Illinois registration or Illinois resale number is valid and active.

## General information

### When is a Certificate of Resale required?

Generally, a Certificate of Resale is required for proof that no tax is due on any sale that is made tax-free as a sale for resale. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

### Who keeps the Certificate of Resale?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified property.

**Do not** mail the certificate to us.

### Can other forms be used?

Yes. You can use other forms or statements in place of this certificate but whatever you use as proof that a sale was made for resale must contain

- the seller's name and address;
- the purchaser's name and address;
- a description of the property being purchased;
- a statement that the property is being purchased for resale;
- the purchaser's signature and date of signing; and
- either an Illinois registration number, an Illinois resale number, or a certification of resale to an out-of-state purchaser.

**Note:** A purchase order signed by the purchaser may be used as a Certificate of Resale if it contains all of the above required information.

## When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale to any seller from whom all purchases made are sales for resale. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be for resale. In either instance, blanket certificates should be kept up-to-date. If a specified percentage changes, a new certificate should be provided. Otherwise, all certificates should be updated at least every three years.

## Specific instructions

### Step 1: Identify the seller

**Lines 1 and 2** Write the seller's name and mailing address.

### Step 2: Identify the purchaser

**Lines 3 and 4** Write the purchaser's name and mailing address.

**Line 5** Check the statement that applies to the purchaser's business, and provide any additional requested information.

**Note:** A statement by the purchaser that property will be sold for resale will not be accepted by the department without supporting evidence (e.g., proof of out-of-state registration).

### Step 3: Describe the property

**Line 6** On the lines provided, briefly describe the tangible personal property that was purchased for resale or list the invoice number and date of purchase.

### Step 4: Complete for blanket certificates

**Line 7** The purchaser must check the statement that applies, and provide any additional requested information.

### Step 5: Purchaser's signature

The purchaser must sign and date the form.

