



Cragin Metals, L.L.C.
 1401 Lunt Ave.
 Elk Grove Village, IL 60007

phone 773.283.2201
 fax: 773.283.5699
 www.craginmetals.com

APPLICATION FOR CREDIT

COMPANY NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____ CONTACT _____
 FEDERAL TAX ID NUMBER _____
 SALES TAX EXEMPTION NUMBER _____
 CORP _____ PARTNERSHIP _____ OTHER (specify) _____ YEARS IN BUSINESS _____

CORPORATE OFFICERS, PARTNERS, OR OWNERS:

NAME _____ TITLE _____

BANK REFERENCE:

NAME _____ ACCT. NO. _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____ CONTACT _____

TRADE REFERENCES (please include steel references):

1. VENDOR NAME _____ PHONE _____
 ADDRESS _____ FAX _____
 CITY _____ STATE _____ ZIP _____
2. VENDOR NAME _____ PHONE _____
 ADDRESS _____ FAX _____
 CITY _____ STATE _____ ZIP _____
3. VENDOR NAME _____ PHONE _____
 ADDRESS _____ FAX _____
 CITY _____ STATE _____ ZIP _____

PLEASE ALSO REMIT THE FOLLOWING:

- CRT-61 CERTIFICATE OF RESALE (IL RESIDENT COMPANIES ONLY)
- COPY OF CURRENT ILLINOIS CERTIFICATE OF REGISTRATION

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____ **DATE** _____



CRT-61 Certificate of Resale

Step 1: Identify the seller

1 Name Cragin Metals, LLC

2 Business address 1401 Lunt Ave

Elk Grove Village IL 60007
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. _____
Account ID 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** account ID or **Illinois** resale number is valid and active. You can confirm this by visiting our web site at tax.illinois.gov and using the Verify a Registered Business tool.

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** account ID 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.