



New Customer Application

Thank you for considering Brehob Nursery, Inc. as a supplier for your nursery and greenhouse plants. Our business is intended for use by retail garden centers and companies that do landscape installations for profit. To help ensure our business remains at the wholesale level, we feel it's necessary to verify each customer's wholesale status prior to their first purchase. The information you provide on the accompanying *New Customer Application* will help determine that we should be selling to your company.

To help you with the application, here are a few things you should know...

The State of Indiana requires any person who grows, buys and installs nursery stock for the purpose of reselling or reshipping in Indiana to have an *Indiana Nursery Dealer's License*. It is not a license to buy "wholesale". Its purpose is to ensure that nursery stock sold to the public is inspected and certified to be pest free. Since the state requires our customer's to have one, we ask you provide it with your application. You may apply for one through the Department of Natural Resources, Office of the Entomologist, at 402 W. Washington Street, Indiana Government Center South, Room West 290, Indianapolis, IN. Their phone number is 317-232-4120.

The Indiana Department of Revenue may also classify your business as one that requires the collection of sales tax from your retail customer. If this is the case for your company, you may purchase your items from us tax-exempt. To do this, please complete the attached form General Sales Tax Exemption Certificate (Form ST-105) and submit it with your application. A *Retail Sales Merchant Certificate* must be obtained from the state, before you can issue any tax-exempt certificates.

You may find links to our application, the application for the *Indiana Nursery Dealer's License* and the application for a *Retail Sales Merchant Certificate* on our website, www.brehobnursery.com under the 'New Customer Information' tab, or at www.in.gov/dnr/entomolo/programs/.

The attached application is not a credit application. The trade references you provide will not be asked about your credit worthiness. We ask that you provide them so we may confirm that your business resells and/or installs the plants for a profit. Acceptable trade references are vendors that sell landscaping or greenhouse materials to your company, or customers who contract your company for landscape services. Personal references are not appropriate for this application. If your company would like to apply for credit, please contact us directly.

Please feel free to call us with your questions. A list of "Frequently Asked Questions" is attached, for your convenience. Thank you for your interest and we hope our business relationship proves profitable for your company.

Brehob Nursery, Inc.



Frequently Asked Questions of New Applicants

Q. Why do you require people to complete an application before you sell to them?

- A. The application process is used to protect the wholesale nature of Brehob Nursery, Inc. We feel that the true definition of 'wholesale' has been blurred, since the establishment of large "members only" stores. We define our customers as "professional landscape companies that install plant material for profit" and "retail garden centers". We do our best not to compete with our customers by selling directly to residential customers, building contractors, property management companies, or other types of companies and organizations. The application helps assure we sell to the right companies.

Q. What are the application requirements?

- A. We ask that you provide us with the name and address of your company, as well as copies of your Indiana Nursery Dealers License and your Indiana Retail Merchants Certificate. We require a list of nursery trade references that can confirm your company is a professional landscape company that installs plant material for profit, or a retail garden center. We also ask that you provide us with a list of people whom you authorize to place and pick-up orders. We will openly share our pricing with these people.

Q. How long does it take to process a "New Customer Application"?

- A. Most of the year it takes up to a week to process an application. However, from March through May it can take up to three weeks. This is due to the increased workloads brought on by spring business, as well as the time for your nursery trade references to reply to our inquiries.

Q. May I get a copy of your catalog before applying to be a customer?

- A. No, sorry. We only share pricing with companies that have been approved to be a customer.

Q. When and how can I find out your prices?

- A. Once your application is approved we will mail a copy of our catalog to you. It contains the descriptions and prices of the things we sell. Your authorized representatives can also inquire about availability and prices via the telephone or online. Accessing prices on our website requires a User Code and a Password, which you will also receive with your catalog.



CUSTOMER APPLICATION

FOR THE PURCHASE OF NURSERY STOCK & PERENNIALS

THIS IS NOT A CREDIT APPLICATION

BREHOB NURSERY, INC.

Main Office/South
4316 BLUFF ROAD
INDIANAPOLIS, IN 46217
(317) 783-3233 • (800) 921-3233
FAX (317) 783-0544

North
4867 SHERIDAN ROAD
NOBLESVILLE, IN 46062
(317) 877-0188 • (877) 829-0188
FAX (317) 877-2238

COMPANY NAME _____

_____ billing street

_____ city _____ state _____ zip code
() ()

_____ phone _____ cell phone or beeper

FAX number () _____

_____ email address

YEARS IN BUSINESS _____ PO REQUIRED (Y/N) _____

INDIANA NURSERY DEALERS LICENSE NO _____

INDIANA RETAIL MERCHANTS CERTIFICATE NUMBER _____

LEGAL STATUS (X): _____ Proprietorship _____ Partnership _____ Incorporated, in _____
state, year

TYPE OF BUSINESS (Please check all that apply):

- Landscaper Lawn Care Company Garden Center
- Wholesale Nursery Retail Nursery
- Government Entity _____
- Other _____

AUTHORIZED BUYERS

_____ main contact _____ cell phone number of main contact

_____ names of other approved buyers

REFERENCES:

Please provide names of businesses or individuals who can substantiate that your business is a retail garden center or landscape company that does installation of plant material, i.e. commercial customers, other suppliers, equipment vendors, etc. **No credit information will be asked.**

name	address	phone

signature _____ title _____ date _____

NOTE: IF APPROVED, PAYMENT IS TO BE MADE AT TIME OF PURCHASE BY CASH OR COMPANY CHECK.
FIRMS WISHING AN OPEN ACCOUNT STATUS MUST APPLY ON A SEPARATE CREDIT APPLICATION.

for Company use only

Received _____ Determination made by _____ Date _____

Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue.

Section 1 (print only)

Name of Purchaser _____

Business Address _____ City _____ State _____ Zip _____

Purchaser must provide minimum of one ID number below.*

Provide your Indiana Registered Retail Merchant's Certificate
TID and LOC Number as shown on your Certificate.....

	TID# (10 digits)	LOC# (3 digits)
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If not registered with the Indiana DOR, provide your State Tax
ID Number from another State.....

	State ID#	State of Issue
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***See instructions on the reverse side if you do not have either number.**

Section 2

Is this a blanket purchase exemption request or a single purchase exemption request? (check one)

Description of items to be purchased. _____

Section 3

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

Sales to a retailer, wholesaler, or manufacturer for **resale** only.

Sale of manufacturing machinery, tools, and equipment to be used directly in direct **production**.

Sales to **nonprofit organizations** claiming exemption pursuant to Sales Tax Information Bulletin #10.
(May not be used for personal hotel rooms and meals.)

Sales to persons predominately (51% or more of total sales) engaged in **public transportation** - provide USDOT#. _____
A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a **school bus operator**, must provide their SS# or FID# in lieu of a State ID# in Section #1.

Sales to persons, occupationally engaged as farmers, to be used directly in production of **agricultural** products for sale.
Note: A farmer not possessing a State Business License# may enter a FID# or a SS# in lieu of a State ID# in Section #1.

Sales to a **contractor** for exempt projects (such as public schools, government, or nonprofits).

Sales to **Indiana Governmental Units** (agencies, cities, towns, municipalities, public schools, and state universities).

Sales to the **United States Federal Government** - show agency name. _____
Note: A U.S. Government agency should enter its Federal Identification Number (FID#) in Section #1 in lieu of a State ID#.

Other - explain. _____

Section 4

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (*either negligent or intentional*), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser _____ Date _____

Printed Name _____ Title _____

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.
Seller must keep this certificate on file to support exempt sales.

Form ST-105
General Information and Instructions

All four (4) sections of the ST-105 must be completed or the exemption is not valid and the seller is responsible for the collection of the Indiana sales tax.

Section 1 Instructions

- A) **This section requires an identification number.** In most cases this number will be an Indiana Department of Revenue issued Taxpayer Identification Number (TID# - see note below) used for Indiana sales and/or withholding tax reporting. If the purchaser is from another state and does not possess an Indiana TID#, a resident state's business license, or State issued ID# must be provided.
- B) **Exceptions** - For a purchaser not possessing either an Indiana TID# or another State ID#, the following may be used in lieu of this requirement.
 - Federal Government** – place your FID# in the State ID# space.
 - Farmer** – place your SS# or FID# in the State ID# space.
 - Public transportation haulers** operating under another motor carrier authority, or with a contract as a school bus operator, must indicate their SS# or FID# in the State ID# space.
 - Nonprofit Organization** – must show its FID# in the State ID# space.

Section 2 Instructions

- A) Check a box to indicate if this is a single purchase or blanket exemption.
- B) Describe product being purchased.

Section 3 Instructions

- A) Purchaser must check the reason for exemption.
- B) Purchaser must be able to provide additional information if requested.

Section 4 Instructions

- A) Purchaser must sign and date the form.
- B) Printed name and title of signer must be shown.

Note: The Indiana Taxpayer Identification Number (TID#) is a ten (10) digit number followed by a three (3) digit LOC#. The TID# is also known as the following:

- a) Registered Retail Merchant Certificate
- b) Tax Exempt Identification Number
- c) Sales Tax Identification Number
- d) Withholding Tax Identification Number

The Registered Retail Merchant Certificate issued by the Indiana Department of Revenue shows the TID# (10 digits) and the LOC# (3 digits) at the top right of the certificate.