



Welcome New Customer!

Thank you for your interest in purchasing from GLC Minerals, LLC. Enclosed is our Customer Set-up and Credit Application along with a Wisconsin Sales and Use Tax Exemption Certificate. Please return the completed forms to [orders@glcminerals.com](mailto:orders@glcminerals.com).

In addition, below is our contact information, which you might find helpful.

Customer Care (for assistance with orders):

[orders@glcminerals.com](mailto:orders@glcminerals.com)

Accounts Receivable (for billing and payment questions):

[receivables@glcminerals.com](mailto:receivables@glcminerals.com)

Remittance Address - Checks:

GLC Minerals, LLC  
PO Box 771968  
Chicago, IL 60677-1968

Remittance Address – ACH:

GLC Minerals, LLC  
PNC Bank  
Routing Number: 071921891  
Account Number: 4645251091

Please send your remittance information to [receivables@glcminerals.com](mailto:receivables@glcminerals.com).

Mailing Address (please do not mail payments to this address):

GLC Minerals, LLC  
1450 Bylsby Avenue  
Green Bay, WI 54303

Physical Street Address (please do not mail payments to this address):

GLC Minerals, LLC  
1450 Bylsby Avenue  
Green Bay, WI 54303

We look forward to doing business with you!



## CUSTOMER SET-UP AND CREDIT APPLICATION

Please complete this form, sign it, and return to GLC Minerals by email at [orders@glcminerals.com](mailto:orders@glcminerals.com) for account set up and credit approval, if needed. Prefilled reference forms are accepted as support to this signed form. GLC Minerals accepts multiple forms of payment including checks, ACH, and credit card. If orders are paid in advance, bank and credit references are not needed. Credit will be automatically granted for orders under \$6,000 with a completed and signed form. Orders more than \$6,000 that are not paid in advance may take up to two weeks to establish a credit limit. GLC Minerals terms are net 30 if credit is granted.

### BUSINESS AND CREDIT INFORMATION

Legal Business Name			
<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other	DBA		
Fiscal Year End	Street Address		
Phone	City, State, Zip Code		
Fax	Credit Line Requested		
Contact Name	Tax Exempt #		
Contact Email	Billing Contact		
Contact Phone	Billing Email		

### BANK REFERENCES

Bank Name	Phone		
Address	Fax		
City, State Zip Code	E-mail		
Account #	Contact		

### TRADE REFERENCES

Company Name			
Address	Phone		
City, State Zip Code	Fax		
Contact	E-mail		
Company Name			
Address	Phone		
City, State Zip Code	Fax		
Contact	E-mail		
Company Name			
Address	Phone		
City, State Zip Code	Fax		
Contact	E-mail		

### AGREEMENT

Service Charge Policy: A service charge of 1.5% per month, which is an annual rate of 18%, will be added on all accounts not paid within terms. Complete terms and conditions can be found at: [www.glcminerals.com/resources](http://www.glcminerals.com/resources).

To the best of my knowledge, all the above information is correct. I authorize you to contact the references furnished to obtain sufficient and satisfactory credit information. When credit approval has been granted, I agree to purchase in accordance with the Service Charge policy.

Applicant Name	Signature		
Applicant Title	Date		

# WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One  Single Purchase

Single Purchase

Continuous

Purchaser's Business Name	Purchaser's Address
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The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, local exposition, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, or renting: \_\_\_\_\_

(Description of Property or Services Sold by Purchaser)

General description of property or services purchased (itemize property purchased if "single purchase"): \_\_\_\_\_

Seller's Name GLC Minerals LLC	Seller's Address 1450 Bylsby Avenue, Green Bay, WI 54303
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### PROPOSED EXEMPT USE

**Resale** (Enter purchaser's seller's permit or use tax certificate number) \_\_\_\_\_

**Manufacturing**

- Tangible personal property (TPP) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP that is destined for sale and that becomes an ingredient or component part of the article of TPP destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, installation, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed thereon. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property.  
Percent of fuel exempt: \_\_\_\_\_ %      Percent of electricity exempt: \_\_\_\_\_ %
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt \_\_\_\_\_ %)

**Farming**

(To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, or custom farming services.)

- Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property that are used exclusively and directly, or are consumed or lose their identities in the business of farming.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Baling twine and baling wire.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.

**Federal and Wisconsin Governmental Units**

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- Any federally recognized American Indian tribe or band in this state.
- State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, the Wisconsin Aerospace Authority, the Health Insurance Risk-Sharing Plan Authority, the Wisconsin Quality Home Care Authority, the Fox River Navigational System Authority, and any Regional Transit Authority in Wisconsin.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

**Other**

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. \_\_\_\_\_.
- Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. \_\_\_\_\_.
- Tangible personal property to be resold by \_\_\_\_\_ on my behalf where \_\_\_\_\_ is registered to collect and remit sales tax to the Department of Revenue on such sales.
- Tangible personal property or services purchased by a Native American with enrollment # \_\_\_\_\_, who is enrolled with and resides on the \_\_\_\_\_ Reservation, where buyer will take possession of such property or services.
- Tangible personal property becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt \_\_\_\_\_ %)
- Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for **residential** or **farm** use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential .....	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm .....	_____ %	_____ %	_____ %

Address Delivered: \_\_\_\_\_

- Percent of printed advertising material solely for out-of-state use. \_\_\_\_\_ %
- Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.
- Other purchases exempted by law. (State items and exemption). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.*

Signature of Purchaser	Print or Type Name	Title	Date
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(DETACH AND PRESENT TO SELLER)

# INSTRUCTIONS

This certificate may be used to claim exemption from Wisconsin state, county, baseball and football stadium, local exposition, and premier resort sales or use taxes and replaces all sales and use tax exemption certificates, except for the following: Certificate of Exemption for Rental Vehicles (Form RV-207), Construction Contract Entered Into Before the Effective Date of County Tax (Form S-207CT-1), and a Wisconsin Direct Pay Permit. **(Note:** Form S-211 may be used by a purchaser claiming the direct pay exemption, if the purchaser checks the "other purchases exempt by law" line and enters all the required direct pay information.)

Under the sales and use tax law, all receipts from sales of tangible personal property or taxable services are subject to the tax until the contrary is established. However, a seller who accepts in "good faith" a valid exemption certificate is relieved of any responsibility for collection or payment of the tax upon transactions covered by the certificate. A valid certificate is one which is completely filled in and discloses a specific exemption claim appropriate to the business or activity being conducted by the purchaser. The seller should be familiar with the various exemption requirements and the instructions for using this certificate.

**RESALE:** A purchaser using the resale exemption is attesting that the tangible personal property or taxable services being purchased will be resold, leased, or rented. However, in the event any such property is used for any purpose other than retention, demonstration, or display while holding it for sale, lease, or rental in the regular course of business, the purchaser is required to report and pay the tax on the purchase of the property.

The following purchasers may make purchases for resale even though they do not hold a Wisconsin seller's permit or use tax certificate: (a) A wholesaler who only sells to other sellers for resale may insert "Wholesale only" in the space for the seller's permit number; (b) A person who only sells or repairs exempt property, such as to a manufacturer or farmer, may insert "Exempt sales only"; (c) A nonprofit organization may insert "Exempt sales only" if its subsequent sales of the tangible personal property or taxable services are exempt as occasional sales; or (d) A person registered as a seller in another state who makes no taxable retail sales in Wisconsin may insert the name of the state in which registered and that state's seller's permit or use tax certificate number. However, a supplier may not accept the resale exemption from a business not holding a Wisconsin seller's permit or use tax certificate, if the sale involves the supplier's delivery of goods to a consumer in Wisconsin (i.e., drop shipment).

A resale exemption may be granted if the purchaser is unable to ascertain at the time of purchase whether the property will be sold or will be used for some other

purpose. If the items are used in a taxable manner, then sales or use tax is due on the purchase of the items.

**MANUFACTURING:** "Manufacturing" means the production by machinery of a new article of tangible personal property with a different form, use, and name from existing materials, by a process popularly regarded as manufacturing, and that begins with the conveying raw materials and supplies from plant inventory to the place where work is performed in the same plant and ends with conveying finished units of tangible personal property to the point of first storage in the same plant.

**FARMING:** This certificate may not be used by farmers to claim exemption for the purchase of motor vehicles or trailers for highway use, lawn or garden tractors, snowmobiles, or for items used for the personal convenience of the farmer. When claiming an exemption for an ATV which is also registered for public use, a written description including the percentages of time for personal and farm use, must be submitted with the ATV Registration Application.

Gross receipts from the sale of electricity, natural gas, and other fuels for use in farming are exempt all 12 months of the year. Farmers claiming this exemption should check the box for electricity and fuel located in the "Other" section.

This certificate cannot be used as an exemption for paying Wisconsin motor vehicle fuel tax.

**FEDERAL AND WISCONSIN GOVERNMENTAL UNITS:** This exemption may only be accepted from federal and Wisconsin governmental units and replaces the requirement for having a purchase order from the governmental unit or recording on invoices the Certificate of Exempt Status (CES) number of the governmental unit. Governmental units of other countries and states may not use this exemption certificate. The governmental unit should check the box that best describes their unit of government.

## **OTHER:**

**Containers:** This exemption applies regardless of whether or not the containers are returnable. Containers used by the purchaser only for storage or to transfer merchandise owned by the purchaser from one location to another do not qualify for the exemption.

**Common or contract carriers:** The exemption available to common or contract carriers for certain vehicles and repairs listed on this certificate applies only to those units used "exclusively" in such common or contract carriage. The fact that a carrier holds a LC or IC number is not in itself a reason for exemption.

**Organizations holding a Certificate of Exempt Status**

**(CES) number:** Sales of tangible personal property or taxable services sold “directly” to certain nonprofit organizations are exempt only if the organization holds a CES number issued by the Wisconsin Department of Revenue. However, a similar out-of-state organization may use this exemption to purchase without tax even though it has not been issued a Wisconsin Certificate of Exempt Status number. Note: Governmental units from other states do not qualify for this exemption. Taxable charges (for lodging, meals, auto rental, etc.) incurred by an employee/representative of an exempt organization when the employee/representative is on a business trip are exempt, provided the retailer issues the billing or invoice in the name of the exempt organization, the Certificate of Exempt Status number is entered on the billing or invoice, and the retailer retains a copy of that document.

**Waste treatment facilities:** The exemption applies to the sale of tangible personal property to a contractor for incorporation into real property which is part of an industrial or commercial waste treatment facility that qualifies for property tax exemption or a Wisconsin or federal governmental waste treatment facility.

**Electricity, natural gas, fuel oil, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel:**

- Gross receipts from the sale of electricity and natural gas for residential use during the months of November through April are exempt from sales and use tax.
- Gross receipts from sales of fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel sold for residential use are exempt from sales or use tax. Wood pellets are considered 100% wood even though the pellets may contain a small amount of binding material used to form the pellets.
- Gross receipts from the sale of fuel and electricity for use in farming are exempt all year.

A retailer of electricity, fuel, or natural gas shall have a signed exemption certificate for exempt sales for residential or farm use unless any of the following apply:

1. 100% of the electricity, fuel, or natural gas is for exempt use.
2. The sale is to an account which is properly classified as residential or farm pursuant to schedules which are filed for rate tariff with the Wisconsin Public Service Commission which are in force at the time of sale.
3. The sale is to an account which is properly classified as residential or farm for classification purposes as directed by the Federal Rural Electrification Administration.

“Farm use” means used in farming, including use in a tractor or other farm machines used directly in farming, in

a furnace heating a farm building, in providing lighting in farm buildings, and use in operating motors of machines used directly in farming.

“Residential use” means use in a structure or portion of a structure which is a person’s permanent principal residence. It does not include use in motor homes, travel trailers, other recreational vehicles, or transient accommodations. “Transient accommodations” means rooms or lodging available to the public for a fee for a continuous period of less than one month in a building such as a hotel, motel, inn, tourist home, tourist house or court, summer camp, resort lodge, or cabin.

**Other purchases exempted by law include:**

1. Printed material which is designed to advertise and promote the sale of merchandise, or to advertise the services of individual business firms, which printed material is purchased and stored for the purpose of subsequently transporting it outside the state by the purchaser for use thereafter solely outside the state.
2. Parts, supplies, or repairs for a school bus used exclusively as a contract carrier pursuant to a contract with a school or other organization.
3. Waste reduction and recycling machinery and equipment, including parts and repairs, which are exclusively and directly used for waste reduction and recycling activities.
4. Railway cars, locomotives, and other rolling stock used in railroad operations, or accessories, attachments, parts, lubricants, or fuel therefor.
5. Commercial vessels and barges of 50-ton burden or over engaged in interstate or foreign commerce or commercial fishing, and accessories, attachments, parts, and fuel therefor.
6. Fuel sold for use in motorboats that are regularly employed in carrying persons for hire for sport fishing in and upon the outlying waters, as defined in sec. 29.001(63), Wis. Stats., and the rivers and tributaries specified in sec. 29.2285(2)(a)1. and 2., Wis. Stats., if the owner and all operators are licensed under sec. 29.514, Wis. Stats., to operate the boat for that purpose.

**SIGNATURE:** For corporations, this form must be signed by an employee or officer of the corporation.

**QUESTIONS:** If either the purchaser or the seller has any questions regarding the completion or use of this exemption certificate, please contact the department by:

Telephone: (608) 266-2776  
Fax: (608) 267-1030  
E-mail: sales10@revenue.wi.gov  
Write: Wisconsin Department of Revenue  
PO Box 8949  
Madison WI 53708-8949  
Website: www.revenue.wi.gov