

To Whom It May Concern:

In order to set up your business account with e-Systems Group, LLC, we need the following information. Federal tax laws require us to keep current information for all of our authorized resellers and customers. Please assist us in the process by filling in your information and returning this form to the address or fax below as soon as possible.

Type of Business *(Please check one below)*

Corporation     Partnership     Sole Proprietor     Other: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

State Tax ID: \_\_\_\_\_

Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dunn & Bradstreet #: \_\_\_\_\_

Remit to Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Terms Requesting:

Net 30 Terms\*     Credit Card     100% Deposit

**\*\*Please supply bank and/or trade references**

A/P Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address – invoices/statements: \_\_\_\_\_

Email address – order acknowledgements: \_\_\_\_\_

Email address - ship confirmations: \_\_\_\_\_

Email address – marketing materials: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Attach a copy of signed, current Sales Tax Exempt Certificate, if applicable. If customer is located in New York, please supply the New York Sales Tax Exempt Certificate.**

Submit completed form to one of the following: [creditmanager@celeritasgroupllc.com](mailto:creditmanager@celeritasgroupllc.com) or [esyssystemservice@e-systemsgroup.com](mailto:esyssystemservice@e-systemsgroup.com) Fax: 607-775-5794 or your assigned salesperson.