

Horsefeathers

WHOLESALE BUYER INFORMATION

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WHOLESALE BUYERS INFORMATION

Horsefeathers welcomes wholesale clients. Here is how to buy wholesale from Horsefeathers.

REQUIRED DOCUMENTS

1. A copy of your Illinois Department of Revenue account ID number or resale number certificate (or your state's equivalent documentation).
2. Complete and sign the Illinois Department of Revenue CRT-61 "Certificate of Resale".
<https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/sales/documents/sales/crt-61.pdf>.
Copy attached on last page of this document
3. Complete and sign the "Wholesale Registration Form".
4. Email the above documents to webmaster@shophorsefeathers.com. This must be done before we schedule your appointment.
5. Wholesale minimum order is \$100.
6. The minimum quantity is twelve per product type (for example incense, dreamcatcher, tapestry, incense burner).

APPOINTMENTS

1. Appointments for wholesale clients are by appointment only. You can call us on 312-212-3825 or email webmaster@shophorsefeathers.com to schedule a time.
2. The owner will personally help you with your wholesale purchase. Wholesale client appointments are set Tuesday through Thursday from 6 pm to 8 pm, or Mondays 11 am to 6 pm. No appointments can be set between Thanksgiving week and New Year's Day.
3. You are welcome to visit our store during normal business hours to view our inventory, but our store staff does not address questions on wholesale orders. All retail purchases must be transacted during normal store hours, not during your wholesale appointment.
4. You are welcome to bring someone with you to your wholesale appointment, but all personal (or friend's) purchases must be placed during normal store hours.
5. Payment is expected when wholesale order is placed. We accept all major credit cards and cash for wholesale purchases. No checks or other forms of payment.
6. If using a credit card, the name on the card must match the name on the buyer's ID. If not, the "Credit Card Authorization Form" must be completed and emailed to webmaster@shophorsefeathers.com before your appointment. Credit card must still be presented in person; this is a one-time authorization.
7. While we do not have all our usual inventory for sale in the retail shop, some could be made available for wholesale purchase (e.g. belly dance clothing, hats, scarves). Please ask.

WHOLESALE REGISTRATION FORM

Thank you for your interest in Horsefeathers. To open a wholesale account with us please fill out this form and email to **webmaster@shophorsefeathers.com**. Once your application is approved you can start placing wholesale orders with us. We look forward to doing business with you.

BUSINESS NAME _____

NAME OF OWNER _____

PHONE NUMBER _____

EMAIL ADDRESS _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

WEB SITE _____

TYPE OF BUSINESS _____

STATE RESALE LICENSE NUMBER _____

GIVE US A GENERAL IDEA OF THE PRODUCTS YOU MIGHT BE INTERESTED IN:

AUTHORIZED BUYERS

NAME _____ TITLE/POSITION _____

NAME _____ TITLE/POSITION _____

NAME OF OWNER (PRINTED) _____

TITLE OF OWNER (PRINTED) _____

SIGNATURE OF OWNER _____

DATE _____

CREDIT CARD AUTHORIZATION FORM

Please complete all fields. This is a one-time authorization and must be completed for each transaction (if the cardholder is not present). We do not save credit card information.

Credit Card Information				
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX
	<input type="checkbox"/> Other			
Cardholder Name (as shown on card): _____				
Card Number: _____				
Expiration Date (mm/yy): _____				
Cardholder ZIP Code (from credit card billing address): _____				

I authorize shopHorsefeathers Inc. to charge my credit card above for agreed upon purchases. I understand that my information will be not be saved or filed for future transactions on my account.

Name on Card: _____

Date: _____

Signature _____



Illinois Department of Revenue

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. _____
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.

CRT-61 (R-12/10)
IL-492-3850

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.