



Phone: (800) 827-7455 Ext. 18785

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815 Wernsing Road

P.O. Box 650

Jasper, IN 47547-0650

Thank you for your interest in setting up an account with our company. To ensure you are provided with our best services, please completely fill out this form. We look forward to doing business with you.

Name: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

1) Entity Type:

☐ Municipality/Government ☐ Public School ☐ Private School - additional forms required

2) Contact for Accounts Payable

Name: _____ Phone: _____ Ext: _____

Email: _____

3) Preferred method to receive invoices for payment? [Select ONE or ALL]

☐ Email: _____

☐ Mail: _____ City: _____ State: _____ Zip: _____

4) Standard Term is Net 30 from invoice date.

5) Is a purchase order number required to appear on the invoices for approval for payment?

☐ No ☐ Yes, how will it be received? Mail / Email / Verbal

6) How do you submit payment for remittance?

☐ ACH preferred, please send information if applicable. ☐ Check

7) How often are payments processed?

☐ Weekly ☐ Monthly

☐ Upon Approval from Board Meeting/Department

8) Do you qualify for tax exemption? If yes, please attach tax certificate.

☐ No ☐ Yes

9) Do you require a W-9?

☐ No ☐ Yes - Email: _____

Authorized Personnel (Printed): _____

Authorized Signature: _____ Date: _____

If we are already in your system, please ensure all remittances are sent to credit@jasperholdingsinc.com and/or mailed to Jasper Holdings Inc., PO Box 650 Jasper, IN 47547-0650. Additionally, contact us at 800-827-7455 ext. 18785 with any invoice or payment questions.