



# ACCOUNT APPLICATION: NET30

2382 CAMINO VIDA ROBLE, SUITE F - CARLSBAD CA 92011

ADMIN@NCBREPRO.COM TEL (760) 931-0504 FAX (760) 931-1867

<b>COMPANY INFO</b>	<b>COMPANY NAME (DBA)</b>		DATE		
	CORPORATE NAME				
	BILLING ADDRESS				
	CITY		STATE	ZIP	
	PHONE		FAX		
	CONTACT NAME		EMAIL		
	DATE ESTABLISHED		AT PRESENT LOCATION SINCE		
	<b>DELIVERY</b>	<b>LOCAL ADDRESS</b> (if different from billing)			
CITY		STATE	ZIP		
PHONE		FAX			
CONTACT NAME		EMAIL			
<b>ACCOUNT INFO</b>	<b>AP CONTACT NAME:</b>		<b>AP PHONE:</b>		
	AP EMAIL				
	ACCOUNT TYPE: <b>Invoice/NET30 - Check Payment:</b> Customer mails checks based on statement's balance due				
	INVOICES	Does your company require purchase orders for invoices?			<input type="checkbox"/> YES <input type="checkbox"/> NO
	AUTHORIZATION	Is anyone outside your company authorized to bill your account? List names:			
	MESA REPROGRAPHICS	Would you like an account w/ MESA Reprographics too?			YES <input type="checkbox"/> NO <input type="checkbox"/>
MESA: 5560 Ruffin Rd - San Diego CA 92123 - TEL (858) 541-1500 - plot@mesareprographics.com Please note NCB and MESA function independently - different billing, prices, services, eOrder, etc.					
<b>OWNERS/PRINCIPALS</b>	<b>COMPANY TYPE</b>				
	<input type="checkbox"/> Individual Owner <input type="checkbox"/> Ltd Partnership <input type="checkbox"/> Gen Partnership <input type="checkbox"/> Corporation				
	If Incorporated Date		State		
	DESCRIBE YOUR BUSINESS OPERATION				
	OWNER: NAME & TITLE			HOME PHONE	
	HOME ADDRESS				
OWNER: NAME & TITLE			HOME PHONE		
HOME ADDRESS					
Have any principals ever had a business failure or filed bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes (please explain)					



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<b>OTHER</b>	<b>STATE SALES TAX/RESALE #</b>		(TAX EXEMPT ONLY)	
	If your account is tax-exempt, please include a completed BOE-230 form: <a href="http://www.boe.ca.gov/pdf/boe230.pdf">http://www.boe.ca.gov/pdf/boe230.pdf</a>			
	<b>BUILDING</b>	IS YOUR BUSINESS LOCATION OWNED OR LEASED?	<input type="checkbox"/> LEASED	<input type="checkbox"/> OWNED
	IF LEASED, LANDLORD NAME	LANDLORD PHONE		
<b>BANK INFO</b>	BANK NAME	BANK PHONE		
	ADDRESS			
	ACCOUNT	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS	OFFICER

<b>REFERENCE CHECK</b>	<b>BUSINESS REFERENCES:</b> If your company's credit history is not available to us via credit.net, we will fax/email credit reference requests to three companies who've extended you credit in the past. Their response may be expedited if you ask them to respond upon receipt of our request.		
	<b>BUSINESS NAME</b>	<b>CONTACT NAME</b>	<b>FAX OR EMAIL</b>
	1.)		
	2.)		
	3.)		

How did you find NCB Reprographics?     Internet     Referral (from \_\_\_\_\_)     Driving By

The above information is submitted for the purpose of obtaining credit. The undersigned authorizes you to make such inquiries as are necessary to obtain credit information and authorizes my bank and/or suppliers to release information regarding my accounts. In consideration for the extension of credit, I/we agree to pay a late charge of 1 1/2% per month, a true annual rate of 18% per annum on any amount past due thirty (30) days and to pay all reasonable attorney's fees and costs, if it becomes necessary to file suit to enforce collection. The undersigned also personally guarantee the payment of all past due amounts.

SIGNATURE	PRINT NAME	TITLE	DATE
SIGNATURE	PRINT NAME	TITLE	DATE

**For NCBs Use Only (please leave blank)**

DATE: \_\_\_\_\_ CREDIT LIMIT: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type  
 See Specific Instructions on page 2.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**SAN DIEGO PRINTING GROUP, INC. (dba NCB REPROGRAPHICS)**

**2** Business name/disregarded entity name, if different from above  
**dba NCB REPROGRAPHICS**

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**5560 RUFFIN ROAD, STE 5**

**6** City, state, and ZIP code  
**SAN DIEGO, CA 92123**

**7** List account number(s) here (optional)

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
4	6		-	3	9	6	0	1	2	4

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ 	Date ▶ <b>4/6/15</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.