

New Account Opening Checklist

In an effort to open new Dealers in a timely manner, please refer to the below list of required items needed to open an account. All items should be forwarded to sales@icerausa.com **in the same email**. Please do not send this information one piece at a time. If you have missing items, hold all other information until the following is complete:

1. An Opening Order of at Least \$6000

We will be able to start the application process when an initial order of \$6000 or more is submitted.

2. A Signed Direct Buy Dealer Agreement

Please ensure the Agreement is read, understood and signed by an executive or principal of the prospective Dealer. The prospective Dealer should retain a copy and share with their sales, administrative, accounting and purchasing members. Any questions should be addressed immediately as to prevent confusion.

3. A Fully Completed Credit Application

The Credit Application must be filled out legibly and completely. All information and references must be accurate and verifiable by our credit insurer. Any gaps in information will delay the opening process. A separate boilerplate sheet containing banking information and credit references may be furnished in lieu of filling out those sections of the application. Please mark those as "See Attached". (Note: Do not use Moen as a reference. They no longer respond to inquiries.)

4. A W-9 Form

This is required by the Federal Government showing the prospective Dealer's Employer Identification Number (EIN).

5. A Valid Copy of Seller's Permit

This permit shows that the prospective Dealer is allowed to buy product tax-free from Icera as they will collect tax from their customers. Different counties and states have different names for this certification. A few examples would be Resale Permit/License, Certificate of Authority, Use and Sales Tax License/Permit Sales and Use Tax, Application to Collect/Report Tax, Transaction Privilege (Sales) Tax or Resale Certificate. All are acceptable.