



**A-GAS<sup>®</sup>**  
*TOGETHER WE CAN*

# **NEW ACCOUNT ONBOARDING**

# Welcome!

Thank you for choosing A-Gas as your next business partner. To get you set up and/or update your account in our systems, please fill out the appropriate documents in this packet, and provide any supporting documentation as requested.

## REQUIRED Documents

### Vendors

- Completed **W-9** (*required for payment*)

### Customers

- Completed **EPA Information Sheet** (*required for refrigerant sales*)
- Copy of your **Tax-Exempt Form** (*if applicable*)
- Completed **Credit Card Authorization Form** (*if applicable*)

Completed forms & documents should be emailed to  
**accounting@agas.com**

A copy of our Terms & Conditions can be found at the end of this packet.  
Please read them and print a copy for your records.

## NEW ACCOUNT INFORMATION

A-Gas must receive this form and copies of required documents as notated below. No product will ship, nor payment issued until required documents are submitted. This information will be used for government reporting and compliance.

BUSINESS INFORMATION	
Business Name	Date Business Commenced
Owner's Name	Company Website
Phone   Fax	Customer Type
E-Mail	
Physical Address (City, State, Zip)	Billing Address for invoices (City, State, Zip)
Business Contact	Phone
Title	E-Mail

VENDOR INFORMATION	
AR Contact	Title
AR Phone	AR E-Mail
Preferred Payment Method	Check ACH
Financial Institute	ABA/ Routing #
Account Number	Swift Code
Remit To Address for payments (City, State, Zip)	TERMS

CUSTOMER INFORMATION	
AP Contact	<i>*Please note AP Email will receive electronic invoices.</i>
AP Phone	AP E-Mail
Payment Type Credit Card Credit Card Authorization form needs to be completed – Page 7	Credit Account (NET 30 Terms) Please complete credit information and supply trade references – Page 4
Amount of Credit requested	Dun & Bradstreet #

### Tax Exempt Status

Our company is tax exempt (A copy of your tax exempt form is required with this document) Our  
Company is NOT tax exempt and should be charged applicable taxes on sales/services.

### BUSINESS/TRADE REFERENCES

Company Name	Type of Account
Address (City, State, Zip)	Phone
	E-Mail
Company Name	Type of Account
Address (City, State, Zip)	Phone
	E-Mail
Company Name	Type of Account
Address (City, State, Zip)	Phone
	E-Mail

### AGREEMENT

1. Seller will invoice customer upon shipment and payment terms will be stipulated on each invoice.
2. Customer represents that the above information is true and is given to induce A-Gas to extend credit to the above named company.
3. Customer authorizes A-Gas to make such credit investigation as it sees fit, including contacting the above trade references and bank reference and obtaining credit reports.
4. Customer authorizes all trade references, banks, and credit reporting agencies to disclose to A-Gas any and all information concerning the financial and credit history of the above named company

*\*Unless specifically documented, A-Gas retains the rights, ownership, and title to any and all environmental benefits and attributes for the reclaimed gas that is purchased or sold by A-Gas and any gas that is acquired and caused to be destroyed by A-Gas.*

### SIGNATURES

Authorized Signature	Printed Name
Date	Title

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type.  
See Specific Instructions on page

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
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: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  Other (see instructions) ►	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.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			

or

Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ►	Date ►

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## 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

- 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) returns include, but are not limited to, the following
- Form 1099-INT (interest earned or paid)
- 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, later.*

## EPA INFORMATION SHEET

*If you are purchasing refrigerants, please fill out the EPA Information page- this is required **before** any product will ship.*

We at A-Gas, are truly sorry for any delay in your shipment but, before we can ship a CFC, HCFC, HFC or HFO refrigerant, the EPA requires us to have a copy of a document where you have agreed to act as a wholesaler, a copy of a legible Certified Technician's License and their signature attesting to the fact, or proof of a service contract.

In order to comply with Federal Law, A-Gas is required to obtain compliance documentation to supply you with refrigerants. Your refrigerant shipment is ready so please enclose a signed copy of this document and your Resale Certificate (if you completed section 1) or a legible copy of your Certified Technician's License (if you completed section 2 or 3) to 281-259-1599. Please note that it is your responsibility to inform us if you have any status changes. Upon receipt, your refrigerant order will be shipped immediately.

*Please refer to the EPA website for an explanation as to who is qualified to purchase CFC, HCFC, HFC and HFO refrigerants*  
<http://www.epa.gov/Ozone/title6/608/sales/sales.html#q2>

**Please choose only one of the following which is applicable:**

☐

**Resale** - The regulated refrigerants purchased by us are being purchased exclusively for eventual resale to certified technicians or to other refrigerant resellers. We have attached a copy of our company's resale certificate.

Company Name: \_\_\_\_\_ Sales Tax Permit Number: \_\_\_\_\_ State: \_\_\_\_\_

☐

**Technician Certification** - We employ at least one technician who has been certified in accordance with EPA regulation 40 CFR 82 subpart F (HVAC equipment) or 40 CFR 82 subpart B (Motor Vehicles). We have attached a copy of at least one current employee's certification identification cards.

Name: \_\_\_\_\_ Certification Card Number: \_\_\_\_\_ State: \_\_\_\_\_

☐

**Service Contract** - We have a current service contract with a company that employs an EPA certified technician and the refrigerant will be charged into an appliance by a certified technician. Attached is a copy of their employee's certification card or certificate.

Name of Certified Employee: \_\_\_\_\_ Name of Service Company: \_\_\_\_\_

**Form Completed by:**

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

***Under penalty of perjury, I am stating that the above information is accurate. I understand that it is unlawful under US legislation including EPA regulations (40 CFR Part 82, Subpart F and Subpart B) under Section 608 of the Clean Air Act for a non-EPA Certified Refrigerant Technician to undertake any refrigerant services (including the opening of cylinders or drums), and that breach of such legislation includes substantial fines.***

1100 Haskins Road • Bowling Green, Ohio 43402 • T 419-867-8990 • F 419-867-3279



## CREDIT CARD AUTHORIZATION

In order for A-Gas to accept and bill your credit card, please complete all fields below, sign, date, and email to [payments@agas.com](mailto:payments@agas.com).

Please provide the following information as it appears on your invoice and as it appears on your credit card statement. All information sent is strictly confidential. A-Gas adheres to the highest standards of account data protection.

## BILLING INFORMATION

COMPANY

NAME

BILLING ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

INVOICE /ORDER #

CUSTOMER #

## CREDIT CARD INFORMATION

CREDIT CARD TYPE

Visa

MasterCard

American Express

Discover

CARDHOLDER'S NAME

CREDIT CARD #

SECURITY CODE

AMEX:4-digit number(front)|DISC/MC/VISA:3-digit number(back)

EXPIRATION DATE

AMOUNT \$

CARDHOLDER'S SIGNATURE

DATE

## RECURRING BILLING (Please read and sign below for this option.)

I hereby authorize payment of all invoices generated by A-Gas for products and services provided to my company, as listed above, to be charged to the credit card I have provided. I also acknowledge that this authorization will remain in force until revoked by me in writing to A-Gas.

CARDHOLDER'S SIGNATURE

DATE

## A-Gas Terms and Conditions

1. The terms and conditions set forth herein shall apply to all sales of product to customer notwithstanding any other conditions contained in Customer's purchase order or in any other documents. A-Gas ("Seller") objects to and rejects any and all terms or conditions that are additional to or different from those set forth herein.
2. Seller will invoice customer upon shipment. Payment terms are stipulated on each invoice. If customer fails to make a payment in strict accordance with the payment terms, then Seller may, in addition to all other remedies, (a) immediately withhold shipments of any additional product until the delinquent amounts plus interest, transportation and storage are paid; (b) repossess product which has not been paid for; (c) charge interest at 2% per month or the maximum legal rate; and/or (d) recover all costs of collection, including attorney's fees equal to 25% of such unpaid balance or the maximum legal amount. In the event any product is returned to, or reposed by Seller, Seller, at its election, may charge customer a restocking fee of up to thirty-five percent (35%) of the price customer paid for such product including all freight cost.
3. Payment shall be made in lawful money of the United States. The acceptance by Seller of bank drafts, checks or other media of payment will be subject to immediate collection of the full amount thereof. If Seller is required to impose any tax or other governmental charge upon the production sale, and/or shipment of the products sold, then the amount thereof shall be added to the invoice and shall be paid by the Customer unless Customer furnishes Seller with an exemption certificate or other documentation sufficient to verify exemption from such taxes or governmental charges.
4. Any credit balance in a customer's account not claimed or used within 24 months of the date issued to the customer shall be deemed earned by Seller as additional consideration for all products provided to customer prior to such date and/or for administrative services performed by Seller in connection with customer's account.
5. Seller's weights (or Seller's measurements in case of material sold by volume) taken at shipping points shall govern.
6. Seller warrants that the products shall conform to Seller's specifications applicable thereto or to such other specifications as have been agreed to by Seller in writing. EXCEPT AS EXPRESSLY PROVIDED HEREUNDER, SELLER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, SELLER SPECIFICALLY DISCLAIMS AND EXCLUDES THE WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
7. Claims on account of weight, quality, loss of or damage to the product are waived unless made in writing within 10 days after arrival thereof at destination, and any action for breach of any obligation with respect to the purchase or sale of said product other than for non-payment hereunder, must be commenced within 120 days of the date of delivery, or due date of delivery in the event of non-delivery of the particular shipment upon which such claim is based. Additionally, claims for shortages are waived unless the customer signs the bill of lading and makes a notation on the bill of lading of the number of pieces received and the amount of any shortages at the time of receipt.
8. SELLER'S TOTAL LIABILITY UNDER ANY THEORY OF RECOVERY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) WARRANTY, INDEMNITY OR OTHERWISE, SHALL NOT



EXCEED THE TOTAL PRICE PAID (OR PAYABLE) TO SELLER FOR THE SHIPMENT IN QUESTION. CUSTOMER'S EXCLUSIVE REMEDY WILL, AT THE SELLER'S OPTION, BE THE REPLACEMENT OF THE NON-CONFORMING PRODUCT OR THE REFUND OF THE PARTICULAR SHIPMENT'S PURCHASE PRICE. UNDER NO CIRCUMSTANCES WILL SELLER BE LIABLE FOR LOSS OF USE, BUSINESS INTERRUPTION, LOST PROFITS, REVENUE OR OPPORTUNITY OR FOR INJURY TO PERSON OR PROPERTY, OR FOR ANY OTHER INDIRECT, SPECIAL, EXEMPLARY, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL LOSS OR DAMAGES OF ANY KIND OR NATURE.

9. Failure of the Seller to make, or of Customer to take, any one or more deliveries hereunder (or portions thereof) when due, if occasioned by (i) act of God or a public enemy, fire, explosion, perils of sea, flood, drought, war, riots, sabotage, accident, embargo, government priority, requisitioned or allocation or other action of any governmental authority, or (ii) any circumstances of like or different character beyond the reasonable control of the party so failing, or (iii) interruption of or delay in transportation, shortage or failure of supply of materials or equipment, labor trouble, partial or complete suspensions of Seller's operations, or (iv) compliance with order or request of government or any officer, department, agency or committee thereof, shall not subject said party to any liability to the other, and, at the option of either party, the total quantity to be delivered hereunder shall be reduced by the quantity of the delivery or deliveries (or portions thereof) so omitted.

10. Cylinders, carboys, drums, barrels or other returnable containers ("equipment") are the property of Seller and are loaned to Customer. Customer shall use such containers only for reasonable storage of Seller's goods originally delivered therein and shall promptly return same in good condition (thoroughly drained, but not washed, and with original closures inserted) f.o.b. Seller's shipping point unless otherwise specified. Customer agrees to comply with any applicable transportation regulations concerning empty containers used for the shipment of any hazardous materials. Those cylinders, carboys, drums, barrels or other returnable containers ("equipment"), where deposits required have been paid to Seller by Customer, will be forfeited if containers are not returned within 18 months of shipment, unless otherwise agreed to in writing by Seller. In addition to the forfeiture of any such deposit, Customer shall remain liable for an amount equal to the difference between the deposit for the replacement cost of any returnable cylinders, carboys, drums, barrels or other returnable containers ("equipment") which is not returned to Seller.

11. All delivery dates specified, or notices given are approximate. Seller will use all reasonable efforts to make deliveries in accordance with requested dates, but Seller does not guarantee such dates and accepts no responsibility of failure to meet such delivery dates. Seller or Customer may be required to ensure shipment of product consistent with generally accepted practices in the United States for the pricing terms and shipping directions indicated on the invoice.

12. The terms and conditions stated herein set forth the entire agreement between the parties with respect to the subject matter hereof, and shall not be modified, varied or supplemented by any course of dealing, usage of trade or otherwise except by a writing signed by the parties hereto. This transaction shall be governed by the laws of the State of Ohio (specifically the Uniform Commercial Code), and the terms and conditions stated herein shall bind and inure to the benefit of the executors, administrators, successors, and assigns of the parties hereto. Seller's waiver of any breach, or failure to enforce any of the terms and conditions of this contract, at any time, shall not in any way affect, limit or waive Seller's right thereafter to enforce and compel strict compliance with every term and condition hereof.

I have read and agree to the Terms and Conditions \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date