



Dear Asphalt Buyer:

We appreciate your interest in Valero Marketing and Supply Company ("Valero") and look forward to working with you in the future. In order to expedite your purchase of asphalt from Valero, we will need to have the enclosed documentation completed and forwarded to Valero's Credit Department. Enclosed are the following documents:

- Credit Application
- EFT Forms, including Authorization Agreement for Pre-Arranged Payments
- IRS Form W-9 (Note: this form is for Valero's files only and will not be submitted to the IRS.)
- Request for Tax Exemption/Resale Certificate – Include all applicable tax exemption certificates if you are requesting tax-exempt status. Attached is a Tax Exempt form if needed for your use.
- New Customer Data Sheet – Complete all areas of this form and be sure to indicate how you would like to receive your invoices. Remember to designate your carrier.

Please forward the completed documentation **and a copy of your company's last two fiscal year-end financial statements to:**

Email: [valerocreditasphalt@valero.com](mailto:valerocreditasphalt@valero.com)

USPS: Valero Marketing and Supply Company  
Attn: Credit Department – Asphalt  
P.O. Box 696000  
San Antonio, TX 78269-6000

Fax: (210) 444-8511

After receipt of all of the above requested information, we generally expect to process your application within ten business days. Please note that your credit limit will be based upon the information that you have provided. We look forward to working with you. If you have questions on any of the pages please contact us at (210) 345-2129.

Sincerely,

Valero Credit Department



VALERO ENERGY CORPORATION & SUBSIDIARIES  
 P.O. BOX 696000, SAN ANTONIO, TX 78269-6000  
 CREDIT DEPARTMENT: Phone (210) 345-2233 / Fax (210) 444-8511

**CREDIT APPLICATION**

COMPANY NAME: (Under which business is conducted)	
PRINCIPALS NAME:	
CONTACT NAME:	EMAIL/TELEPHONE NO.:
YEARS IN BUSINESS:	
BUSINESS ADDRESS:	
BUSINESS TELEPHONE:	BUSINESS FAX:

**Circle One:** Individual    Company    Partnership    Corporation    (State Incorporated): \_\_\_\_\_

CREDIT LIMIT REQUESTED:	FEIN (TAX ID NO.):
BANK REFERENCE:	
CONTACT/ACCT NO.:	
BANK ADDRESS:	
BANK TELEPHONE:	

**LIST 3 PRINCIPAL CREDIT REFERENCES (PREFERABLY OIL RELATED):**

NAME:	ACCT NO.:
ADDRESS:	
CONTACT / TELEPHONE:	FAX:
NAME:	ACCT NO.:
ADDRESS:	
CONTACT / TELEPHONE:	FAX:
NAME:	ACCT NO.:
ADDRESS:	
CONTACT / TELEPHONE:	FAX:

*You are hereby authorized to obtain, and the above listed references and banks are authorized to release, credit information to you on request. Your signature below represents your warranty to Valero that you are an authorized officer of the company with authority to bind the company, and that Valero may rely on this warranty. By your signature below, you also acknowledge and agree that the Valero Marketing and Supply Company General Terms and Conditions for Petroleum Product Purchases and Sales in effect at the time of the transaction (latest edition available at [www.valero.com](http://www.valero.com)) shall apply to all sales of products to you by Valero, unless modified in a written agreement signed by Valero.*

**PLEASE ATTACH A COPY OF LAST TWO FISCAL YEAR-END FINANCIAL STATEMENTS, THANK YOU.**

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



VALERO ENERGY CORPORATION AND ITS SUBSIDIARIES
(collectively, "Company")

AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENT (DEBITS)

CUSTOMER:

NAME: TAX ID NUMBER:
CONTACT NAME: E-MAIL:
FAX NUMBER: PHONE NUMBER:

Customer hereby authorizes Company, to initiate electronic funds transfers ("EFT") for: (1) withdrawal of funds ("Debit Entries") for payment by Customer, and (2) payment ("Credit Entries") to Customer by Company.

Customer hereby authorizes the financial institution(s) named below, to make Debit Entries, Credit Entries, and adjustments of erroneous entries initiated by Company from or to the Account(s).

NEW [ ] REVISED [ ]

BANK:

NAME: BRANCH:
BANK ADDRESS
CITY STATE ZIP CODE
BK TRANSIT/ABA NO ACCOUNT NO

Please attach a voided check from the Account so that we may verify the Bank's ABA number for automatic withdrawal/deposit processing.

This Authorization Agreement becomes effective on the \_\_\_ day of \_\_\_, 20\_\_\_ and shall continue so long as Customer has a relationship with Company.

Customer agrees to maintain sufficient funds in the above-designated bank account(s) to pay Debit Entries when initiated. If any debit to the Account(s) should fail to be honored by Bank due to insufficiency of the available funds, Company shall be entitled to recover all fees and charges associated therewith and Customer shall forfeit any discounts or other allowances applicable to the transactions(s).

This Authorization Agreement supersedes any previously executed authorization regarding EFT. Signed this \_\_\_ day of \_\_\_, 20\_\_\_.

By: Title:
Printed Name:

Please fax completed form to (210) 345-2234. If you have questions please call (210) 345-2287.

OFFICE USE ONLY:

COMPANY ID NUMBER (S): DTN NUMBER: DATE OF CHANGE:

## 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.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 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.

Social security number
or
Employer identification number

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

### 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).

**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 4.

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

## UNIFORM SALES & USE TAX CERTIFICATE—MULTIJURISDICTION

The below-listed states have indicated that this form of certificate is acceptable, subject to the notes on pages 2-4. The issuer and the recipient have the responsibility of determining the proper use of this certificate under applicable laws in each state, as these may change from time to time.

Issued to Seller: Valero Marketing and Supply Company

Address: One Valero Way, San Antonio, TX 78249

I certify that:

Name of Firm (Buyer): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

is engaged as a registered

Wholesaler

Retailer

Manufacturer

Seller (California)

Lessor (see notes on pages 2-4)

Other (Specify) \_\_\_\_\_

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product or service<sup>1</sup> to be resold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Description of Business: \_\_\_\_\_

General description of tangible property or taxable services to be purchased from the seller: \_\_\_\_\_

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AL <sup>1</sup>	_____	MO <sup>16</sup>	_____
AR	_____	NE <sup>17</sup>	_____
AZ <sup>2</sup>	_____	NV	_____
CA <sup>3</sup>	_____	NJ	_____
CO <sup>4</sup>	_____	NM <sup>4,18</sup>	_____
CT <sup>5</sup>	_____	NC <sup>19</sup>	_____
DC <sup>6</sup>	_____	ND	_____
FL <sup>7</sup>	_____	OH <sup>20</sup>	_____
GA <sup>8</sup>	_____	OK <sup>21</sup>	_____
HI <sup>9,9</sup>	_____	PA <sup>22</sup>	_____
ID	_____	RI <sup>23</sup>	_____
IL <sup>4,10</sup>	_____	SC	_____
IA	_____	SD <sup>24</sup>	_____
KS	_____	TN	_____
KY <sup>11</sup>	_____	TX <sup>25</sup>	_____
ME <sup>12</sup>	_____	UT	_____
MD <sup>13</sup>	_____	VT	_____
MI <sup>14</sup>	_____	WA <sup>26</sup>	_____
MN <sup>15</sup>	_____	WI <sup>27</sup>	_____

I further certify that if any property or service so purchased tax free is used or consumed by the firm as to make it subject to a Sales or use Tax we will pay the tax due directly to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be a part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: \_\_\_\_\_  
(Owner, Partner or Corporate Officer)

Title: \_\_\_\_\_

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

## INSTRUCTIONS REGARDING UNIFORM SALES & USE TAX CERTIFICATE

### To Seller's Customers:

In order to comply with the majority of state and local sales tax law requirements, the seller must have in its files a properly executed exemption certificate from all of its customers who claim a sales tax exemption. If the seller does not have this certificate, it is obliged to collect the tax for the state in which the property or service is delivered.

If the buyer is entitled to sales tax exemption, the buyer should complete the certificate and send it to the seller at its earliest convenience. If the buyer purchases tax free for a reason for which this form does not provide, the buyer should send the seller its special certificate or statement.

### Caution to Seller:

In order for the certificate to be accepted in good faith by the seller, seller must exercise care that the property or service being sold is of a type normally sold wholesale, resold, leased, rented or incorporated as an ingredient or component part of a product manufactured by buyer and then resold in the usual course of its business. A seller failing to exercise due care could be held liable for the sales tax due in some states or cities. Misuse of this certificate by seller, lessee, or the representative thereof may be punishable by fine, imprisonment or loss of right to issue certificate in some states or cities.

### Notes:

1. **Alabama:** Each retailer shall be responsible for determining the validity of a purchaser's claim for exemption.
2. **Arizona:** This certificate may be used only when making purchases of tangible personal property for resale in the ordinary course of business, and not for any other statutory deduction or exemption. It is valid as a resale certificate only if it contains the purchaser's name, address, signature, and Arizona transaction privilege tax (or other state sales tax) license number, as required by Arizona Revised Statutes § 42-5022, *Burden of proving sales not at retail*.
3. **California:**
  - A. This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to the provisions of Title 18, California Code of Regulations, Section 1668 (Sales and Use Tax Regulation 1668, Resale Certificate).
  - B. By use of this certificate, the purchaser certifies that the property is purchased for resale in the regular course of business in the form of tangible personal property, which includes property incorporated as an ingredient or component part of an item manufactured for resale in the regular course of business.
  - C. When the applicable tax would be sales tax, it is the seller who owes that tax unless the seller takes a timely and valid resale certificate in good faith.
  - D. A valid resale certificate is effective until the issuer revokes the certificate.
4. The state of Colorado, Hawaii, Illinois, and New Mexico do not permit the use of this certificate to claim a resale exemption for the purchase of a taxable service for resale.
5. **Connecticut:** This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to Conn. Gen. State §§12-410(5) and 12-411(14) and an regulations and administrative pronouncements pertaining to resale certificates.
6. **District of Columbia:** This certificate is not valid as an exemption certificate. It is not valid as a resale certificate unless it contains the purchaser's D.C. sales and use tax registration number.
7. **Florida:** The Department will allow purchasers to use the Multistate Tax Commission's Uniform Sales and Use Tax Certificate-Multijurisdiction. However, the use of this uniform certificate must be used in conjunction with the telephonic or electronic authorization number method described in paragraph (3)(b) or (c) of rule SUT FAC 12A-1.039..
8. **Georgia:** the purchaser's state of registration number will be accepted in lieu of Georgia's registration number when the purchaser is located outside Georgia, does not have nexus with Georgia, and the tangible personal property is delivered by drop shipment to the purchaser's customer located in Georgia.

9. Hawaii allows this certificate to be used by the seller to claim a lower general excise tax rate or no general excise tax, rather than the buyer claiming an exemption. The no tax situation occurs when the purchaser of imported goods certifies to the seller, who originally imported the goods into Hawaii, that the purchaser will resell the imported goods at wholesale. If the lower rate or no tax does not in fact apply to the sale, the purchaser is liable to pay the seller the additional tax imposed. See Hawaii Dept. of Taxation Tax Information Release No. 93-5, November 10, 1993, and Tax Information Release No. 98-8, October 30, 1998.
10. Use of this certificate in Illinois is subject to the provisions of 86 Ill. Adm. Code Ch.I, Sec. 130.1405. Illinois does not have an exemption on sales of property for subsequent lease or rental, nor does the use of this certificate for claiming resale purchases of services have any application in Illinois.

The registration number to be supplied next to Illinois on page 1 of this certificate must be the Illinois registration or resale number; no other state's registration number is acceptable.

"Good faith" is not the standard of care to be exercised by a retailer in Illinois. A retailer in Illinois is not required to determine if the purchaser actually intends to resell the item. Instead, a retailer must confirm that the purchaser has a valid registration or resale number at the time of purchase. If a purchaser fails to provide a certificate of resale at the time of sale in Illinois, the seller must charge the purchaser tax.

While there is no statutory requirement that blanket certificates of resale be renewed at certain intervals, blanket certificates should be updated periodically, and no less frequently than every three years.

11. Kentucky: 1. Kentucky does not permit the use of this certificate to claim a resale exclusion for the purchase of a taxable service.  
2. This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to the provisions of Kentucky Revised Statute 139.270 (Good Faith).  
3. The use of this certificate by the purchaser constitutes the issuance of a blanket certificate in accordance with Kentucky Administrative Regulation 103 KAR 31:111.
12. Maine does not have an exemption on sales of property for subsequent lease or rental.
13. Maryland: This certificate is not valid as an exemption certificate. However, vendors may accept resale certificates that bear the exemption number issued to a religious organization. Exemption certifications issued to religious organizations consist of 8 digits, the first two of which are always "29". Maryland registration, exemption and direct pay numbers may be verified on the website of the Comptroller of the Treasury at [www.marylandtaxes.com](http://www.marylandtaxes.com).
14. Michigan: Effective for a period of three years unless a lesser period is mutually agreed to and stated on this certificate. Covers all exempt transfers when accepted by the seller in "good faith" as defined by Michigan statute.
15. Minnesota: A. Does not allow a resale certificate for purchases of taxable services for resale in most situations.  
B. Allows an exemption for items used only once during production and not used again.
16. Missouri: A. Purchases who improperly purchase property or services sales tax free using this certificate may be required to pay the tax, interest, additions to tax or penalty.  
B. Even if property is delivered outside Missouri, facts and circumstances may subject it to Missouri tax, contrary to the second sentence of the first paragraph of the above instructions.
17. Nebraska: A blanket certificate is valid 3 years from the date of issuance.
18. New Mexico: For transactions occurring on or after July 1, 1998, New Mexico will accept this certificate in lieu of a New Mexico nontaxable transaction certificate and as evidence of the deductibility of a sale tangible personal property provided:
- a) this certificate was not issued by the State of New Mexico;
  - b) the buyer is not required to be registered in New Mexico; and
  - c) the buyer is purchasing tangible personal property for resale or incorporations as an ingredient or component part into a manufactured product.

19. North Carolina: This certificate is not valid as an exemption certificate or if signed by a person such as a contractor who intends to use the property. Its use is subject to G.S. 105-164.28 and any administrative rules or directives pertaining to resale certificates.
20. Ohio: A. The buyer must specify which one of the reasons for exemption on the certificate applies. This may be done by circling or underlining the appropriate reason or writing it on the form above the state registration section. Failure to specify the exemption reason will, on audit, result in disallowance of the certificate.
- B. In order to be valid, the buyer must sign and deliver the certificate to the seller before or during the period for filing the return.
21. Oklahoma would allow this certificate in lieu of a copy of the purchaser's sales tax permit as one of the elements of "properly completed documents" which is one of the three requirements which must be met prior to the vendor being relieved of liability. The other two requirements are that the vendor must have the certificate in his possession at the time the sale is made and must accept the documentation in good faith. The specific documentation required under OAC 710-65-7-6 is:
- A) Sales tax permit information may consist of:
- (i) A copy of the purchaser's sales tax permit; or
  - (ii) In lieu of a copy of the permit, obtain the following:
    - (I) Sales tax permit number; and
    - (II) The name and address of the purchaser;
- B) A statement that the purchaser is engaged in the business of reselling the articles purchased;
- C) A statement that the articles purchased are purchased for resale;
- D) The signature of the purchaser or a person authorized to legally bind the purchaser; and
- E) Certification on the face of the invoice, bill or sales slip or on separate letter that said purchaser is engaged in reselling the articles purchased.
- Absent strict compliance with these requirements, Oklahoma holds a seller liable for sales tax due on sales where the claimed exemption is found to be invalid, for whatever reason, unless the Tax Commission determines that purchaser should be pursued for collection of the tax resulting from improper presentation of a certificate.
22. Pennsylvania: This certificate is not valid as an exemption certificate. It is valid as a resale certificate only if it contains the purchaser's Pennsylvania Sales and Use Tax eight-digit license number, subject to the provisions of 61 PA Code §32.3.
23. Rhode Island allows this certificate to be used to claim a resale exemption only when the item will be resold in the same form. They do not permit this certificate to be used to claim any other type of exemption.
24. South Dakota: Services which are purchased by a service provider and delivered to a current customer in conjunction with the services contracted to be provided to the customer are claimed to be for resale. Receipts from the sale of a service for resale by the purchaser are not subject to sales tax if the purchaser furnishes a resale certificate which the seller accepts in good faith. In order for the transaction to be a sale for resale, the following conditions must be present:
- (1) The service is purchased for or on behalf of a current customer;
  - (2) The purchaser of the service does not use the service in any manner; and
  - (3) The service is delivered or resold to the customer without any alteration or change.
25. Texas: Items purchased for resale must be for resale within the geographical limits of the United States, its territories and possessions.
26. Washington: A. Blanket resale certificates must be renewed at intervals not to exceed four years;
- B. This certificate may be used to document exempt sales of "chemicals to be used in processing an article to be produced for sale."
- C. Buyer acknowledges that the misuse of the tax due, in addition to the tax, interest, and any other penalties imposed by law.
27. Wisconsin allows this certificate to be used to claim a resale exemption only. It does not permit this certificate to be used to claim any other type of exemption.





**VALERO ENERGY CORPORATION AND SUBSIDIARIES  
NEW CUSTOMER DATA SHEET  
ASPHALT CUSTOMERS**

Federal Id \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sales & Use Resale Certificate: NJ \_\_\_\_\_ MD \_\_\_\_\_ VA \_\_\_\_\_ PA \_\_\_\_\_ DE \_\_\_\_\_ NY \_\_\_\_\_ NC \_\_\_\_\_ SC \_\_\_\_\_  
 (Please enclose a copy) TX \_\_\_\_\_ OK \_\_\_\_\_ NM \_\_\_\_\_ CO \_\_\_\_\_ AZ \_\_\_\_\_ OR \_\_\_\_\_ NV \_\_\_\_\_ CA \_\_\_\_\_  
 LA \_\_\_\_\_ AL \_\_\_\_\_ MS \_\_\_\_\_ FL \_\_\_\_\_ Other (s) \_\_\_\_\_

**Certificate of Insurance Required: Customer Trucks and/or Third Party Carrier**

How do you prefer to receive Invoices and EFT Notices, by: Fax \_\_\_\_\_ Email \_\_\_\_\_

**Types of asphalt products to be purchased:**

AR4000 \_\_\_\_\_ AR8000 \_\_\_\_\_ AR16000 \_\_\_\_\_ AC20H \_\_\_\_\_ SC/MC's \_\_\_\_\_ PBA-6A \_\_\_\_\_ PBA-6B \_\_\_\_\_

PG 64-22 \_\_\_\_\_ PG 70-22 \_\_\_\_\_ AC-5 \_\_\_\_\_ PG 76-22 \_\_\_\_\_ PG 52-28 \_\_\_\_\_ Flux \_\_\_\_\_ Flux-5 \_\_\_\_\_ AC 20 \_\_\_\_\_

BURA (Roofing) \_\_\_\_\_ Other \_\_\_\_\_

Terminal	Carrier	FEIN	State of Destination	(For Valero's Use) Petroex NO.

If you have any questions regarding this form, please contact Customer Service at (877)825-7225 or Email CustomerService\_WholesaleMktg@valero.com.