

MELROSE

1400 N 30th St., Ste 22, PO Box 3441, Quincy, IL 62305

Dear Accounts Payable,

I am writing regarding the need of a completed Illinois CRT-61 form and a copy of your state issued Certificate of Resale/Sales and Use permit. Your business is receiving this letter due to Melrose either not receiving the above-mentioned documents, or the information that was provided is incomplete.

It is important that we receive the requested forms at your earliest convenience to prevent or remove any holds that may be placed on your account. Should your company have any pending order(s) with us, we will not be able to ship the order until we receive both the Illinois CRT-61 form and a copy of your state issued Certificate of Resale/Sales and Use permit. Melrose is required to have these documents on file for each of our customers in-order to adhere to and remain compliant with Illinois Title 86, Section 130.1405.

The CRT-61 form should contain the following information: Name, Address, Resale Number (including expiration date if applicable), Signature, and Date.

Please provide a copy of your Business License/Registry if you are in any of the following states that do not have sales tax: Alaska, Delaware, Montana, New Hampshire, and Oregon.

I appreciate your understanding and assistance with this matter and look forward to your prompt response. If you have any additional concerns, please do not hesitate to contact me.

Thank you,

Melissa Hackamack
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