

Drawer F, Minot, ND 58702  
 OR  
 205 46<sup>th</sup> Ave NE, Minot, ND 58703

701-852-2501 (Phone)  
 701-852-4794 (Fax)  
 enerbasear@srt.com

ENERBASE ACCOUNT APPLICATION - BUSINESS ACCOUNT			
<b>BUSINESS CONTACT INFORMATION</b>			
<b>Company name:</b>			
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>Registered company address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	
<b>Date Business Started:</b>			
<b>Sole proprietorship:</b>	<b>Partnership:</b>	<b>Corporation:</b>	<b>Other:</b>
<b>BUSINESS AND CREDIT INFORMATION</b>			
<b>Primary business address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	
<b>How long at current address?</b>			
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>Bank name:</b>			
<b>Bank address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	
<b>Type of account:</b>	<b>Account number:</b>		
<b>Statements Emailed:</b>	<b>YES or NO</b>		
<b>Email Address:</b>			
<b>BUSINESS/TRADE REFERENCES</b>			
<b>Company name:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>Type of account:</b>			
<b>Company name:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>Type of account:</b>			
<b>Company name:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>Type of account:</b>			
<b>AGREEMENT</b>			
<p><i>Everything I have stated in this application is correct to the best of my knowledge. Enerbase of Minot is authorized to check out our company credit history now and in the future and to answer questions about their experience with our company. <b>This application is signed by an authorized party of this firm with the authority to open an account.</b> The signature implies agreement with the credit policy of Enerbase, including the payment of any finance charges that may accrue due to late payments.</i></p>			
<b>SIGNATURES</b>			
<b>Signature:</b>		<b>Signature:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	



# ONLINE BILL PAY!

Pay your bill online at [www.enerbase.coop](http://www.enerbase.coop)

Full instructions for online bill pay are listed at [www.enerbase.coop](http://www.enerbase.coop) under Bill Pay Instructions.

The screenshot shows the Enerbase website homepage. At the top, there are logos for Enerbase and Agrabase. The main navigation menu includes: About Us, Locations, Employment, Petroleum, Machinery/Parts, Lubricants, Agronomy, Car Care, and Hardware. Below the navigation is a large banner with five vertical category labels: C-STORES, PETROLEUM, MACHINERY, AGRONOMY, and HARDWARE. To the right of these labels is a photograph of a store aisle filled with chainsaws. Below the banner, there are three main sections: 1. Account Information: A blue button labeled 'Access Account and / or Pay Bill' with a list of links: 'Check Your Account Balance', 'See Your Recent Transactions', 'Get Your Statements Online', and 'Pay Your Bill Online'. Below this is another blue button for 'Bill Pay Instructions' and a third for 'Click Here for Account Applications'. A note at the bottom of this section says 'Apply for your Cenex Credit Card at your nearest location!'. 2. Partners: A diagram showing logos for CHS, SUNPRAIRIE, Enerbase, and Spirit's River Cooperative, all connected to a central logo for Dakota Agronomy Partners. 3. News & Announcements: A section titled 'TANKS OF THANKS' with a congratulatory message to Stephanie Johnson of Minot, awarded a \$50 Cenex Gift Card. It includes a 'Read More' link and a 'Vision & Mission' section with the text: 'To serve the ever changing needs of our patron/owners with timely delivery of quality products and services at competitive prices; while efficiently utilizing cooperative resources.'



## CREDIT POLICY

- Before anyone is allowed to charge, they must complete a credit application and meet our credit policy requirements. Patron/Dividend accounts **are not** charge accounts.
- Open account patrons will be billed monthly and statements will be mailed on or before the fourth day of the month following. All open accounts will be due and payable in full on the 25<sup>th</sup> day of the month following the month of purchase.
- If payment is not received by the 25<sup>th</sup>, the account will be put on COD. Credit on all products and services will be discontinued immediately.
- Open accounts that are continuously delinquent and past due 90 days will be put on a cash basis indefinitely!!
- The company will not be held responsible for regular scheduled deliveries (keep full) if the patron's account is past due.
- All past due accounts must be paid before the next delivery will be made.
- Minimum deliveries for bulk LP, gas, and fuel are 200 gallons. There will be an additional fee if the delivery is less than 200 gallons.
- Cash customers must pay for deliveries in full before the delivery is made.
- Fuel assistance Cash customers must have their percentage paid in full before delivery will be made.
- A finance charge of 1.5% per month, or an annual percentage rate of 18% will be charged on any amount over 30 days old.
- Management will determine the dollar amount of credit given to any individual or company.
- Management reserves the right to refuse or limit credit privileges to anyone, at any time, based on ability to pay, financial condition & previous experience, as we see fit.
- Suppliers' liens will be filed on accounts over 90 days or as needed. (to be determined by credit manager)

**NOTICE TO COMPANIES THAT PAY BY INVOICE:** *Enerbase makes every reasonable effort to obtain information you require on your tickets, (bulk deliveries) including signatures, PO numbers, etc. However, it is the **primary responsibility** of the business seeking credit to insist that their employees provide all information at the time of the sale.*

SIGNATURE:

---

DEAR PATRON:

To comply with federal laws in reporting 1099 patronage dividends, we must also report the social security number or federal identification number of all patrons receiving dividends. If this is not reported, the internal revenue service will now assess your cooperative a \$50 penalty for each patron not having a social security number or a federal identification number. To comply with federal law and to avoid a \$50 penalty, we need the following information on file.

INDIVIDUAL CONSENT & SUBSTITUTE W-9

I hereby consent to include in my gross income, as how or hereafter provided in the federal income tax laws, the stated dollar amount of each written notice of allocation which I receive from Enerbase with respect to my patronage occurring during the current and all subsequent taxable years of this cooperative. This individual consent shall be revocable by me at any time if in writing.

CHECK THIS BOX IF YOU HAVE BEEN NOTIFIED BY IRS THAT YOU ARE SUBJECT TO BACKUP WITHOLDING ( )

( ) **PRODUCER – HAVE A RISK IN AGRICULTURE**

**or**

( ) **NON-PRODUCER**

\_\_\_\_\_  
NAME AS SHOWN ON YOUR INCOME TAX RETURN

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
BUSINESS NAME, IF DIFFERENT FROM ABOVE

FED ID NUMBER \_\_\_\_\_

CHECK APPROPRIATE LINE: \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ LIMITED LIABILITY COMPANY  
\_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_  
MAILING ADDRESS

PHONE \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP CODE

E-MAIL ADDRESS \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Under the penalties of perjury, I certify that the information provided on this form is true, correct, and complete.

\_\_\_\_\_  
SIGNATURE

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**Thank you very much for your application. To better serve you please indicate how you are planning to use your new Enerbase charge account:**

1. What are you planning on charging? **Circle all that apply**

**Bulk Products (Oil, Fuel, Propane)      C-Store Purchases      Hardware**

2. Are you a producer – Farmer or Rancher?      **YES      or      NO**

3. Are you planning on charging at C Stores?      **YES      or      NO**

4. How much of credit limit are you requesting?      **\$ \_\_\_\_\_**

5. How many charge cards will you need?      **\_\_\_\_\_**

(Remember you will not be able to charge at the C-Stores without one)

6. Do you require PO#'s?      **YES      or      NO**

7. Please provide your accounts payable contact & email/phone #:      **\_\_\_\_\_**

**Additional Information:**

- 1. The Enerbase card is NOT a credit card. The statement balance is due by the 25<sup>th</sup> of the month billed. Finance charges will be incurred for all amounts past due.**
- 2. We CANNOT restrict what your employees can charge. You must speak with your employees about what they are allowed to charge.**
- 3. We WILL NOT give receipt copies. It is the responsibility of the person making the purchase to keep track of the receipt if it is needed.**
- 4. If a purchase is PAID AT THE PUMP the receipt will print at the pump. If the pump is out of paper the purchaser can obtain a copy from inside. We cannot provide a receipt later because the purchaser did not come in to sign a receipt.**
- 5. The cards are numbered. Make sure to keep track of who has which card number in case one card needs to be cancelled.**
- 6. If a card is LOST, STOLEN or if an EMPLOYEE IS TERMINATED, you are responsible for all charges until we are made aware. We will need to know the number of the card to shut it down so please make sure all cards are accounted for.**
- 7. If you do not receive a statement please contact the office if you know charges were made. We do not know if your mail was not properly delivered.**

Filled out by: \_\_\_\_\_

Dated: \_\_\_\_\_

## PERSONAL GUARANTY

For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the undersigned (hereinafter "Guarantor") unconditionally (and if an individual personally) guarantees any and all obligations due and to become due of \_\_\_\_\_, or any of its personal guarantors ("Company") to **Farmers Union Oil Company of Minot, North Dakota d/b/a Enerbase Cooperative Resources**, or any subsidiary or affiliates, or its successors or assigns, if any, of it (all of whom are hereinafter referred to as "Enerbase") including but not limited to payment of all amounts, including outstanding balances, invoice amounts, damages, late payment charges, attorney fees and costs and any other indebtedness, which may now or at any time in the future may be owing by the Company, or any successor thereof, to Enerbase for any reason.

In the case that any suit or action is commenced by Enerbase or its successors and assigns, for collection of any debt guaranteed by the Company, Guarantor unconditionally guarantees any court costs, judgment amounts, and attorneys fees awarded to Enerbase or its successors and assigns which is rendered against the Company by any court having jurisdiction over the matter. This includes but is not limited to those incurred prior to and at any trial, any court annexed arbitration, and/or on any appeal.

### Guarantor

**NOTE: By signing this Guaranty you are agreeing to be personally liable**

Signature: \_\_\_\_\_, personally

Print Full Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Signature: \_\_\_\_\_, personally

Print Full Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_



## Cardholder Agreement

This agreement is made and entered into on \_\_\_\_\_, by and between Enerbase Cooperative Resources, Minot, North Dakota, hereafter referred to as "Cooperative" and \_\_\_\_\_, account number \_\_\_\_\_, hereafter referred to as "Patron."

1. Patron understands that Cooperative facilities shall be for private use by designated cardholders.
2. If Patron's card is lost or stolen, Patron must notify Cooperative. Until this is done, Patron is responsible for any charges or expenditures that may occur.
3. Patron acknowledges that he/she has been instructed as to proper use of the dispensing equipment by Cooperative's manager or persons so designated by such manager for that purpose.
4. Patron agrees to limit the use of the dispensing equipment to persons who have been instructed as to proper use of such equipment by Cooperative's manager or person so designated by such manager for that purpose.
5. Patron agrees not to leave the dispensing equipment unattended at any time while it is being operated and to accept responsibility for controlling all sources of ignition. Patron further agrees not to dispense Class 1 liquids into containers not in compliance with state and federal laws and regulations.
6. PATRON AGREES TO COMPLY WITH THE CREDIT POLICY OF THE COOPERATIVE. The credit policy of this Cooperative is payment in full within twenty-five (25) days of the statement cut-off date, which is the last day of each month. Failure to comply with payment of your account will result in automatic invalidation of your operating account and immediate COD of your account. In addition, our present credit policy, which includes an annual finance charge on past due amounts over 30 days old, applies to all accounts. Patron also understands that the price to be paid for fuels dispensed may vary and be changed without notice by Cooperative.
7. Patron understands and agrees that any violation of the terms of this agreement shall constitute authority for the Cooperative to immediately, and without notice, terminate this agreement and the use of Cooperative facilities. Patron also may terminate this agreement at any time by returning the card(s) to Cooperative with payment in full for all products purchased.
8. There will be no exceptions to this agreement.

\_\_\_\_\_  
Credit Approval

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Date



## Identification Card Order Form

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

Current Enerbase Customer Number (located at the top left side of statement) \_\_\_\_\_

Number of Cards Needed: \_\_\_\_\_

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

If you have any questions, feel free to call our Main Office at 701-852-2501

The Enerbase ID Card will look like this:

