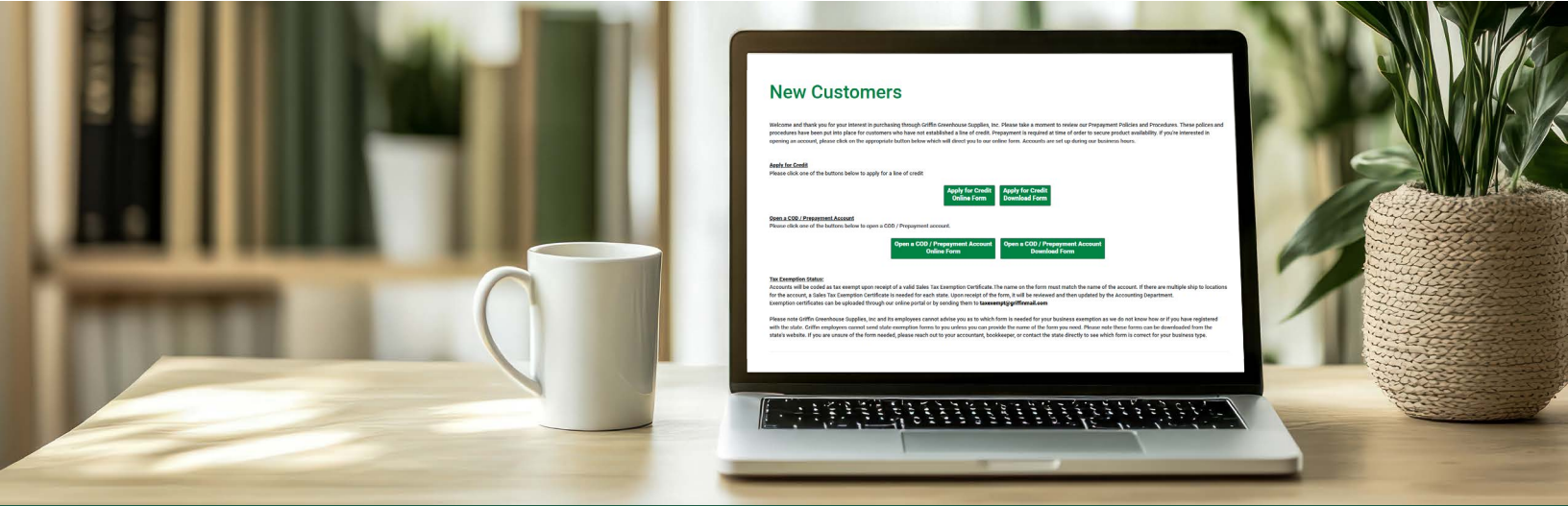




# Applying for a Griffin Account

First Things First: Here's What You'll Need



## BEFORE YOU BEGIN,

gather everything you'll need to complete your application.

Having all required information and documents ready will help ensure a smooth and efficient setup process.

### Questions

If you need help throughout the process please feel free to email [creditapplications@griffinmail.com](mailto:creditapplications@griffinmail.com) or call Marsha Paegle at 800.888.0054 ext. 80196

## MUST HAVES

### Business Details:

- Legal Business Name & Entity
- Federal Tax ID
- Business Contact Information
- Accounts Payable Contact
- Officers, Owners & Authorized Signatories
- Ship to Location(s)
- Years in Business
- Purchasing Name & Contact Information
- Shipping & Freight Information

### References:

- 3 Trade References: Company Address & Contact
- 1 Bank Reference: Company Address & Contact

### If Tax Exempt:

- Copy of a State Sales Tax Exemption Certificate
- Copy of a state issued Sales Tax License or Permit

### Signatory Section:

- An owner, officer, or signatory must sign this application
- Terms & Conditions (required)
- Acknowledgment and Signature (required)
- Personal Guaranty (optional)

## BONUS

With contact name, title, email, and phone, you can also sign up for your griffins.com account and opt in to receive emailed acknowledgments, invoices, and statements.

## BUSINESS DETAILS

Your account application **MUST** match the legal business name listed on your tax license.

## TRADE REFERENCES

You'll need to provide references using vendors that offer a line of credit.

- List vendors that offer a similar line of credit to the one you're applying for.
- Do not include vendors from which you purchase on a COD basis.
- Do not include credit card companies or utility providers, as they will not respond.
- Avoid listing the following businesses, as they typically don't respond: Prince, Fosters, Hydrofarm, Hawthorne

## BANK REFERENCE

- Instant Bank Reference is Preferred (login credentials)
  - Your login credentials are secure, never shared with Griffin Greenhouse Supplies or Nuvo.
  - Your bank will verify your consent to share limited financial stats.

### What you **WILL** share

- ✓ Average Account Balance
- ✓ Recent Overdraft History
- ✓ Lines of Credit

### What you **DON'T** share

- ✗ Account Credentials
- ✗ Statement History
- ✗ Ability to Transfer Funds

- Manual Bank Reference is also available (banking information)

## SALES TAX EXEMPTION STATUS

- **Are you Tax Exempt?**
  - Completed copy of a State Sales Tax Exemption Certificate
    - Copy must be the most recent revision (available on state websites)
    - Form must be completed in its entirety (signed and dated with current date)
  - Copy of a state issued Sales Tax License or Permit
- **Don't know if you are Tax Exempt?** Ask your accountant or bookkeeper.

## READY TO APPLY

When you are ready, you have two easy ways to apply: you can choose our digital option for the fastest processing, or, if you prefer, you can submit a paper application.



## TO GET STARTED

**Step 1:** Go to [griffins.com](https://griffins.com)

**Step 2:** Select the "New Customers" tab in the navigation menu.

**Step 3:** Find the appropriate section based on whether you'd like to apply for credit or set up a prepay account.

**Step 4:** Click to apply online, or download a paper application.

### Step 5:

**Online Application:** Follow the prompts to complete the submission.

**Paper Application:** Complete all fields in each section flagged by a red asterisk. Send completed forms via email or fax: [creditapplication@griffinmail.com](mailto:creditapplication@griffinmail.com) 978.254.0484