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NEW JOB INFORMATION

Company Name: _____ Customer Number: _____

Name of Job: _____

Job Address: _____

Job Address Zip Code: _____

Project Manager Name : _____

Email Address: _____ Phone Number : _____

Property Owner Name: _____ Property Owner Phone: _____

Property Owner Email: _____

Property Owner Mailing Address: _____

Is this company the prime contractor of this job?* Yes No

*The prime contractor is the contractor retained by the owner of the property.

If not, please provide the name, phone number and mailing address of the prime contractor of this job:

Name: _____

Address: _____

Phone Number: _____

Has the company been hired directly by the prime contractor? Yes No

If not, what is the name of the subcontractor who hired this company?

Is this project bonded? Yes No

If yes, please provide the name and mailing address of the surety company:

Is this project a: (select one of the following)

- Commercial Project
- Residential Project
- Public Works Project

Is this project subject to normal sales tax? Yes No

If not, please complete the sales tax exemption certificate.

A Note on Sales Tax Collection

Our taxing model is based on our experience that The State Comptroller's Office takes a very strict view of what can be considered exempt from sales tax; here is a simplified outline.

Our invoice lists how purchased items are categorized and taxed according to the type of project involved and from a contractor's perspective.

*Integrated
Consumable
Equipment & Rentals*

On an exempt project (Separated contract, Church, Municipal) the basic premise is:

Integrated: exempt from sales tax

Consumable: exempt from sales tax if for that specific exempt project and completely consumed or destroyed in the completion of that single exempt project.

Equipment & Rentals: are always subject to sales tax

Here are the areas that are always contentious and where what is gray must be made black and white, consumable items and lumber. Here are just a few examples:

Lumber that becomes part of the project can be exempted.

Forming lumber is not considered integrated or consumable.

Chalk, Caution Tape, Safety Fence: as consumables, this is going to be a hard one to make a case for being exempt since it is not unique to a project and in some cases can be used on more than a single project.

Some contractors elect to get Direct Payer status with the state and pay their sales taxes directly to the State of Texas Comptroller's office. The State does require a minimum amount of business revenue to sign up for this.

All claims for sales tax exemption require a Resale or Use certificate describing the project(s) and materials purchased provided to Arco Contractors Supply Co.