

designer membership program

If you are an architect renovating a Colorado ski cabin, a Hollywood set designer for the latest Boston-based film, or an interior designer updating a family brownstone for resale, we know your clients.

Your clients can't get enough of our Belgian linen fabric. They rave about the softness of our cotton towels. Your clients stop by to stock up on our break-resistant titanium wine goblets. They discuss recipes with the local celebrity chef over our versatile French porcelain dinnerware. Your clients are our clients.

As a small boutique, Michelle Willey is all about the details. From matching up a thread color for an embroidered pillow sham to coordinating the shipment for a final design installation, we can help. Small means we can give you our undivided attention. No job is too big or too small. Tracking down the last few items of a discontinued line of super soft towels or pulling pricing for a complete interior renovation of a vacation home, we know it's all about the details. So let's get to know each other.

Oh, and we offer a generous trade discount of 15% off most regular priced home furnishings and accessories.

To get started, we'll need you to fill out the application below and provide us with a few additional documents.

Here's what you'll need:

- completed & signed application
- original business card (scan is okay)
- Sales Tax Resale Certificate (Form ST-4)
- W9, Federal ID form or EIN form

Please email these documents to info@michellewilley.com, or you can mail or drop off the documents to the store in Boston's South End.

application

designer(s) name _____ email _____ cell _____

name _____ email _____ cell _____

name _____ email _____ cell _____

name _____ email _____ cell _____

company name _____

address _____

phone _____ website _____

tax resale no. _____

sales taxes

if shipped out-of-state,
non-taxable

For items picked up or shipped in state, what do you prefer?

do not charge MA sales tax always charge MA sales tax it will depend on the client or project

I understand and certify that the information provided is correct and valid. I understand that

- Designer discounts are not valid on sale items or other discounts, purchases of gift certificates, shipping and processing fees, taxes, or for any products or services excluded by the designer membership program.
- Antiques, art, consignment items (e.g., Finland imports, Brita Sweden rugs, Willey Studio, Tibetan pillow, etc.) and handmade items are excluded from discounts.
- We reserve the right to exclude other items from the program at our sole discretion without prior notice to members.
- Membership is contingent upon receipt of appropriate credentials and completed application. Non-designer related businesses, including retail businesses, may not qualify for the program.
- Membership is not transferable and only the individual(s) on file is eligible for the designer discount.
- Misuse of the membership may result in membership termination. Misuse includes, without limitation, use of the trade discount for personal purposes, reselling of merchandise through a retail establishment or auction site, etc.
- We reserve the right to revoke the designer membership at any time.

designer's signature _____ date _____



Form ST-4 Sales Tax Resale Certificate

Name of purchaser Social Security or Federal Identification number

Address

City/Town State Zip

Type of business in which purchaser is engaged:

Type of tangible personal property or service being purchased (be as specific as possible):

Name of vendor from whom tangible personal property or services are being purchased:

Address City/Town State Zip

I hereby certify that I hold a valid Massachusetts Vendor's Registration, issued by the Commissioner of Revenue, pursuant to Massachusetts General Laws, Chapter 64H, section 7, and that I am in the business of selling the kind of tangible personal property or services being purchased under this certificate, and that I intend to sell such property or services in the regular course of my business.

Signed under the penalties of perjury.

Signature of purchaser Title Date

Check applicable box: Single purchase certificate Blanket certificate

Notice to Vendors

1. Massachusetts General Laws assume that all gross receipts of a vendor from the sale of tangible personal property and services are from sales subject to tax, unless the contrary is established. The burden of proving that a sale of tangible personal property or service by any vendor is not a retail sale is placed upon the vendor unless he/she accepts from the purchaser a certificate declaring that the property or service is purchased for resale.
2. A resale certificate relieves the vendor from the burden of proof only if it is taken in good faith from a purchaser who is engaged in the business of selling tangible property or services and who holds a valid Massachusetts sales tax registration.
3. The good faith of the vendor will be questioned if he/she has knowledge of facts which give rise to a reasonable inference that the purchaser does not intend to resell the property or services. For example, knowledge that a purchaser of particular merchandise is not engaged in the business of selling the kind of merchandise or service he/she is purchasing under this certificate would constitute grounds to question the good faith of the vendor.
4. The vendor must make sure that the certificate is filled out properly and signed before accepting it.
5. The vendor must retain this certificate as part of his/her permanent tax records.

If you have any questions about the acceptance or use of this certificate, please contact: **Massachusetts Department of Revenue, Customer Service Bureau, PO Box 7010, Boston, MA 02204, or call (617) 887-MDOR or toll-free, in-state 1-800-392-6089.**

Notice to Purchasers

1. This certificate is to be used when the purchaser intends to resell the tangible personal property or service in the regular course of business. Manufacturers claiming an exempt use of the materials, tools and fuel which will be used in the manufacture, processing or conversion of tangible personal property should use Form ST-12, Exempt Use Certificate. Tax-exempt organizations making purchases for other than resale are to use Form ST-5, Exempt Purchaser Certificate.
2. The purchaser must hold a valid Massachusetts vendor registration. If you need to apply for a registration, go to www.mass.gov/dor and click on WebFile for Business to complete an online application for registration.
3. This certificate must be signed by and bear the name and address of the purchaser and his/her Federal Identification number. This certificate must also indicate the type of tangible personal property purchased and resold by the purchaser.
4. If a purchaser who gives a certificate makes any use of the property other than retention, demonstration or display while holding it for sale in the regular course of business, such property will be subject to the Massachusetts sales or use tax, as of the time the property is first used by him/her.
5. If you are engaged in a service activity, and are unsure as to the eligibility of the tangible personal property being purchased for resale, see the regulation on Service Enterprises, 830 CMR 64H.1.1.
6. For further information about the use of resale certificates, see the regulation on Resale and Exempt Use Certificates, 830 CMR 64H.8.1.

Warning: Willful misuse of this certificate may result in criminal tax evasion sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.

This form is approved by the Commissioner of Revenue and may be reproduced.