

Required Information Form



Wells Fargo Equipment Finance, Manufacturer and Dealer Finance
800 Walnut Street | 4th Floor | Des Moines, IA 50309

Account Number

dated as of **August 24, 2023**

DIRECTIONS: Complete the following information and return it with your signed documents. Please be sure to fill in all items; mark "N/A" as appropriate.
Customer Name: LOWNDES COUNTY, GA

Federal Tax ID Number: _____

Purchase Order Number (if required on invoice): _____ Expiration Date: _____

Billing Address: **327 N Ashley St, Valdosta, GA 31601-5504**

Accounts Payable Contact (Required): _____

Email Address: _____ Phone Number (Required): _____

The Billing Address stated above is correct.

OR

Change the Billing Address to:

Street _____ City _____

State: _____ Zip Code: _____

Equipment Contact (to verify Equipment delivery and acceptance): _____

Email Address: _____ Phone Number (Required): _____

Equipment Location: **327 N Ashley St, Valdosta, GA 31601-5504**

The Equipment Location stated above is correct. Indicate County the equipment is located in: _____

OR

Change the Equipment Location to:

Street _____ City _____

State _____ Zip Code _____ County _____

(If multiple locations, attach a list of equipment/VINs by City, State and County indicating where each piece of equipment or vehicle is located)

Sales/Use Tax

If you are tax exempt, we must have a copy of your exemption certificate prior to funding. Please forward a copy along with the return of the signed lease documents. If you are exempt and an exemption is not received, we are required to pay any required upfront sales tax (and you will reimburse us) or include tax on your monthly lease payment. Please indicate your tax status below:

I am EXEMPT and have enclosed my tax exemption certificate and/or resale certificate.

OR

I am NOT tax exempt.

To ensure timely processing of each payment invoice **PLEASE MAKE YOUR PURCHASE ORDERS OUT TO WELLS FARGO FINANCIAL LEASING, INC.** Your invoice will be mailed approximately 30 days in advance of your payment due date.

Notice: To help the government fight the funding of terrorism and the money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for you: When you open an account or add any additional service, we will ask you for your name, address and taxpayer identification number that will allow us to identify you. We may also ask to see other identifying documents.