



Credit Application Packet Instructions

The following items are included in this packet.

1. **Privacy Notice**

The Privacy Notice must be completed. The application will not be processed without the completed Privacy Notice.

2. **Pennsylvania Exemption Certificate and General Instructions**

Complete and return the PA Exemption certificate with your application if your purchases are PA sales tax exempt. Without the completed PA Exemption Certificate, we must charge you PA sales tax on your purchases.

3. **Application for business credit**

- ✓ Please indicate an approximate amount of credit needed monthly for purchases from Ciocca Automotive – Western Division in the space provided.
- ✓ All areas of the application must be completed. Business/Trade references may be provided separately. Please indicate to reference the separate documentation.
- ✓ The fax number or email for your business/trade references must be provided.
- ✓ The terms section must be signed and dated.

Return your completed privacy notice, application, and tax exemption certificate to my attention by fax, to the address below, or email as a PDF file.

It may be two or more weeks for the application to be processed. You will be notified in writing by mail or email.

Thank you!

Angela Gochenour

Accounts Receivable

Ciocca Automotive – Western Division

P: 717.430.2717 | F: 717.718.1422

angela.gochenour@cioccaauto.com

PRIVACY NOTICE

In connection with your transaction, we may acquire information about you as described in this notice, which we handle as stated in this notice.

1. We collect nonpublic personal information about you from the following sources:
 - a. Information we receive from you on applications or other forms;
 - b. Information about your transaction with us; and,
 - c. Information we receive from a consumer-reporting agency.
2. We may disclose all the information we collect, as described above, to companies that perform marketing services on our behalf or to financial institutions with whom we have joint marketing agreements. We may make such disclosures about you as a consumer, customer, or former customer.
3. We may disclose nonpublic personal information about you as a consumer, customer, or former customer, to non-affiliated third parties as permitted by law.
4. We restrict access to nonpublic personal information about you to those employees who need to know in order to provide products or services to you.

CUSTOMER ACKNOWLEDGEMENT: I (we) received a copy of this notice on the date indicated below.

Customer Signature

Date

Co-Customer's Signature

Date

Customer Printed Name

Date

Co-Customer Printed Name

Date

Ciocca Automotive

Application For Parts & Service Credit

Email to: angela.gochenour@cioccaauto.com or Fax to: (717) 718-1422

BMW of York – York 17404	Ciocca CDJR of Duncannon - Duncannon 17020
Ciocca Chevrolet - York 17404	Ciocca Honda of Harrisburg - Harrisburg 17112
Ciocca Chevrolet of Red Lion - Red Lion 17356	Ciocca Honda of Williamsport - Muncy 17756
Ciocca CDJR Hanover - Hanover 17331	Ciocca Hyundai of Williamsport - Muncy 17756
Ciocca Ford of Red Lion - Red Lion 17356	Ciocca Toyota of Williamsport - Muncy 17756
Ciocca Ford of York - York 17402	BMW of Williamsport - Muncy 17756
Ciocca Honda of York - York 17404	Ciocca Volkswagen of Williamsport - Muncy 17756
Ciocca Honda of Hanover - Hanover 17331	Mercedes-Benz State College - State College 16801
Ciocca Nissan of York - York 17404	Audi State College - State College 16801
Ciocca Subaru of York - York 17404	Ciocca Volkswagen of State College - State College 16801

Date _____ Credit Amount Requested _____
Company Name _____ DBA _____
Address _____ Billing Address _____
City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

BUSINESS AND CREDIT INFORMATION

Owner/Principal _____ Years in Business _____ Type of Business _____
Sole Proprietorship _____ Partnership _____ Corporation _____ Federal Tax ID _____
States Sales Tax ID# _____ A completed PA form Rev01220 AS + (908)(I) state tax exemption
certificate is required otherwise sales tax will be charged. Do you require purchase orders? Yes _____ No _____

BUSINESS/TRADE REFERENCES

Company Name _____ Address _____
Phone _____ Fax(required) _____ Email _____
Type of Account _____

Company Name _____ Address _____
Phone _____ Fax(required) _____ Email _____
Type of Account _____

Company Name _____ Address _____
Phone _____ Fax(required) _____ Email _____
Type of Account _____

TERMS: BALANCES DUE 30 DAYS FROM STATEMENT

By signing this application I am authorizing you to contact my business/trade references. I acknowledge the above information provided is true and correct to the best of my knowledge. I agree to them terms of payment.

Signed by _____ Signed by _____

Title _____ Date _____ Title _____ Date _____

Ciocca Automotive Corporate office completes this section

Approved by _____ Date _____ Credit Limit _____

Additional comments: _____

Letter sent to customer _____ Managers notified _____