



**The Home Depot Commercial Account (PROX) Application
For U.S. COMMUNITIES PARTICIPANTS**
Fax to 1-800-536-0898 *HDCS Use Only: Enter Assoc ID as USCOMM*

Store # _____ LDAP _____

Agency or Participant Information Please complete entire application

Legal Type (choose one):

- Sole Proprietorship Partnership Limited Liability Corporation Government/School/Embassy

Organization Type (choose one):

- Non-Profit Government Other Business Type Financial Institution Embassy

If a financial institution, specify the type: Bank Non-Bank Funds MSB (Money Service Business)

Bank: license and transfer/invest/lend money; **Non-Bank:** no bank license but transfer/invest/lend money (insurance companies, credit card companies, etc.); **Funds:** mutual funds, hedge funds, pension funds, private equity funds; **MSB:** exchange/transfer/money mechanisms (currency dealer, check casher, etc.)

Agency Name City of Powder Springs

Business Street Address (No P.O. Box) 4484 Marietta Street

City Powder Springs State GA Zip 30127

Taxpayer ID Number (Required by USA PATRIOT Act) _____

Agency Phone† 770 943 1666 Ext. 313 Fax _____

†By giving us a cell number or a number later converted to a cell number, you agree that we or our service providers can contact you at that number by autodialer, recorded or artificial voice, or a text. Your phone plan charges may apply.

Credit Line Requested \$ _____ Billing Contact Linda Higgs

E-mail Address: If you provide your e-mail address, Citibank, N.A. may use it to contact you about your account and tell you about useful products and services. You are also providing your e-mail address to The Home Depot and by doing so you are signing up to receive special offers and promotions from The Home Depot.

E-mail Address PConner@cityofpowdersprings.org

Billing Address (If different from Business Address) _____

City _____ State _____ Zip _____

Account Information

Is a purchase order or job name required with all purchases? Yes No

Authorized Buyers* Add up to 4 additional buyer names. Applicant will automatically be a buyer on the account. To add more buyers, please contact customer service after your account is opened. Buyers' full name and date of birth will be required.

1. First Name John Initial _____ Last Name Brown

2. First Name Robert Initial _____ Last Name Kelleff

3. First Name Trudy Initial _____ Last Name Crunkleton

4. First Name _____ Initial _____ Last Name _____

Check here if no Buyer Identification Cards should be issued

*All cards issued will be printed with the name of Company and the name of the Authorized Buyer. Names of Authorized Buyers are required and must be kept current over the life of the account.

Authorized Officer Signature (required, but Authorized Officer is not financially liable on this account)

By signing below on behalf of your Agency, you represent that your government Agency is a valid government Agency; and that all purchases made on the Account, if approved, will be for purposes other than personal, family, household, or agricultural use; and that you are an authorized representative of the Agency with authority to enter into contractual agreements. On behalf of the Agency, you certify that all information provided in this application is complete and accurate. You agree that your Agency will be bound by all the terms of the governing credit agreement of the type elected in this application. You authorize us to obtain information from credit reporting agencies and other sources we deem appropriate in considering this application and subsequently for purposes of updates, renewals or extensions of credit granted as a result of this application or in receiving or collecting the Account. You also understand that credit on the Account once approved, will be extended by Citibank, N.A., and that there is no binding contract between us until Citibank, N.A. accepts this agreement. The undersigned acknowledges receipt of a copy of the CITIBANK TERMS AND CONDITIONS FOR THE HOME DEPOT COMMERCIAL ACCOUNT.

First Name Albert Initial ____ Last Name Thurman Date of Birth _____

Home Address (No P.O. Box) _____ City _____ State _____ Zip _____

Signature of Agency's Authorized Representative _____ Date _____

CITIBANK TERMS AND CONDITIONS FOR THE HOME DEPOT COMMERCIAL ACCOUNT

- This offer is only valid for new accounts. The Home Depot Commercial Account is only for business or commercial purposes. It is not for personal, family or household purposes. Citibank, N.A. ("we" or "us") is the issuer of your account. Citibank, N.A. is located in Sioux Falls, SD.
- To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. This means that we will ask for your name, address, date of birth, and other information that will allow us to identify you when you open an account. In addition, the bank must obtain the business' legal name, its street address, and its taxpayer identification number. We may also ask to see your driver's license or other identifying documents; and obtain identification information about you or any employees you add to your account.
- If you ask us, we will tell you whether or not we requested a credit bureau report, and the names and addresses of any credit bureaus that provided us with such reports.
- To receive The Home Depot Commercial Account, you must meet our credit qualification criteria. Your credit limit will be determined by a review of your credit report and, in some instances, a review of such other financial information as we may ask you to provide. You will be informed of the amount of your credit limit when you receive your card. Some credit limits may be as low as \$1,000.
- You authorize us to share with The Home Depot and its affiliates experiential and transactional information regarding your activity with us.
- If you are approved for credit, you will receive a card agreement with your card(s).

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Founded in 1978, The Home Depot is the fastest growing retailer in U.S. history. From the beginning, The Home Depot developed strategic product alliances directly with industry-leading manufacturers to deliver on the most exclusive assortments to customers.

Today, The Home Depot gives procurement professionals comprehensive solutions and access to the building repair and replacement parts they need most. Our contract makes it easier than ever to get the supplies you need, with access to competitive pricing in top categories such as Paint, Building Materials, Flooring, Plumbing, Electrical, and more.

We offer dedicated industry experts who can work with you directly on your projects to ensure you have the dedicated support and know-how to do business your way. Plus, U.S. Communities members receive up to 5% annual rebates on all purchases through the FREE Pro Xtra Program. Saving is simple, start earning cash back today! Visit www.homedepot.com/proloyalty to register any form of payment (credit/debit cards, Home Depot accounts, checking accounts, etc.) to your company's Pro Xtra account using the agreement code USC. For assistance enrolling, click on the Enrollment Guide below or call 1-866-333-3551.

- [Enrollment Guide](#)
- [Home Depot website](#)

If you will be using Purchase Orders, please complete the [U.S. Communities Home Depot Account form](#).

The Home Depot, through U.S. Communities, partners with state and local government agencies to save you time and money:

Savings: Beyond the everyday services and guaranteed low prices members have access to:

- Bulk and volume pricing discounts on all qualifying orders over \$2,500
- Vendor direct programs on select products for additional savings

Dedicated Sales Team: Industry experts committed to your needs.

Access to millions of products: Get what you need from capital improvements to everyday maintenance, shop in-store, online or through special order.

Fast Fulfillment: Buy online and pick up in store within 2 hours at one of our 2,200 convenient store locations.

Delivery: Direct job site or office delivery.

Spend Management & Reporting:

- Complete visibility to your purchases
- Organize & track up to 2 years purchases by job, location, PO, or date
- Export records to your personal accounting software
- Simplify tax preparation

Installation and Repair Services: Get complete support for installation services such as Flooring, Painting, Electrical, Appliances & more.

Emergency Response: The Home Depot mobilizes the required levels of crisis command center support in the event of a local, regional, or national emergency.

Eco Options/Sustainability: Shop over 9,000 Eco Options products designed to foster clean air, energy efficient, healthy home, sustainable forestry and water conservation. Save your facility money with the Stericycle® light bulb recycling program for batteries, bulbs and ballast.

The Home Depot is the largest supplier of maintenance, repair, and operation (MRO) products. With more than a million products in top categories like building materials, maintenance repair, and operations building supplies, The Home Depot has everything to save you time and money.

Full Line of Categories including:

- Appliances
- Bath
- Building Materials
- Doors & Windows
- Electrical
- Flooring
- Kitchen cabinets & countertops
- Lighting & Fans
- Outdoors
- Paint
- Plumbing
- Storage & Organization
- Tools & Hardware
- Installation and Repair Services

The Home Depot has guaranteed low prices, we offer off shelf product pricing competitive to wholesale, volume discounts and more.

Annual volume rebate structure offered to U.S. Communities registered agencies:

- 1% Annual Rebate on purchases of \$10,000 to \$25,000
- 2% Annual Rebate on purchases of \$25,000 to \$100,000
- 5% Annual Rebate on purchases of over \$100,000

Please be sure to complete all steps in the registration process with The Home Depot, including registration of payment types tied to agreement code **USC** to receive your rebate. If you need help with our registration process, view the enrollment information page or call 1-866-333-3551.

Volume Pricing Program

Lowest possible price on bulk orders for government purchases. This program was specifically created for procurement professionals to assist with large scale projects. Purchases of \$1,500 or more qualify for possible price adjustments.

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The Home Depot offers a variety of shipping options to fit your procurement needs.

- Same & next day delivery
- Buy online and pick up in store in 2 hours
- Direct ship to location is available on Bulk Orders
- Flexible scheduling 7 days a week
- Full parcel & truck loads
- Special orders available next day

How do I place an order with Home Depot?

To enroll in the U.S. Communities program with The Home Depot: Review the enrollment process information and download the Home Depot-U.S. Communities Enrollment Guide. Enroll with The Home Depot by going to www.homedepot.com/proloyalty and follow the steps outlined in the enrollment process.

Please complete all steps in the registration process, including registering any form of payment (credit/debit cards, Home Depot accounts, checking accounts, etc.) to your company's Pro Xtra account using the agreement code USC. For assistance enrolling call 1-866-333-3551.

If you will be using Purchase Orders, please complete the U.S. Communities Home Depot Account form.

Who can participate?

States, State Agencies, Counties, Cities, Schools, Colleges and Universities, Non-Profits and Special Districts.

My state requires local governments to bid everything. Can local governments in my state use this program without going out to bid?

Yes. This contract has been competitively bid by a government agency. Through the Joint Powers Authority or an inter-local agreement, local governments can "piggy-back" this competitively bid contract through U.S. Communities. This satisfies the competitive bid requirements in most states. See state by state laws on intergovernmental purchasing.

What does a government agency need to do in order to participate?

Complete the free online registration found on the U.S. Communities website. Then enroll with Home Depot by going to www.homedepot.com/proloyalty follow the steps outlined in the enrollment process overview or in the Home Depot Enrollment Guide.

Please be sure to complete all steps in the registration process with Home Depot, including registration of payment types, to receive your rebate.

Is there a fee associated with joining U.S. Communities?

No, there are no costs or user fees to the local agency to participate or register.

If my agency already has an account with Home Depot, do I need to set up a new account?

No. Contact your Home Depot Account Representative at USCommunitiesregistrations@homedepot.com to have the U.S. Communities program linked to your existing account.

Does the competitive pricing apply, regardless of quantity?

Using Home Depot and the U.S. Communities program assures an agency they are getting a very competitive price on any size order. There are no costs, minimum quantity requirements or spend limits associated with using the Home Depot U.S. Communities program.

Does the U.S. Communities contract allow me to procure Labor and Services?

Yes. Home Depot Installation Services and Renovation Services are part of the contract.

How does it save time and money?

The key value for the agency is resource savings. On average, U.S. Communities participating agencies will save 5% over traditional procurement practices. Most agencies today are spread too thin. Agencies are downsizing administrative departments, and retiring or departing purchasing and maintenance positions are left unfilled. The U.S. Communities program provides a mechanism to save the time and costs associated with obtaining quotes or preparing bids. The time savings allow the department to accomplish its work tasks more efficiently with the personnel on hand.

How can my agency participate in the U.S. Communities program?

Complete the [online registration](#).

Can more than one person at my agency register?

Yes, additional users can register by completing the [standard registration](#) process; the system will automatically unify all registrations that use the same TIN under one agency account. Alternately, existing users can add new users from within their account.

Master the Disaster with The Home Depot

The Home Depot mobilizes the required levels of crisis command center support in the event of a local, regional, or national emergency to help you every step of the way. The Home Depot ensures high use products, such as generators and tarps, are pre-positioned for immediate needs to recovery agencies. Our unparalleled contractor network, product sourcing capabilities and planned logistics ensure The Home Depot has product when everyone else is out of stock and that product is delivered quickly from our distribution centers. Plus, U.S. Communities registered users receive up to 5% annual rebates on all purchases through the FREE Pro Xtra Program. Whether it's disaster response or community restoration, we have the products and services to get the job done.

Key Products and Services:

- Thousands of professional grade cleaning products
- Shop immediate needs like Tarps & Drop Cloths, Cordless Chainsaws, Water Coolers, and Generators
- Shop emergency preparedness like Extension cords, flashlights, and safety kits
- U.S. Communities Rebate Eligible