

# Staples Business Account Application (Business Liability Only)

## Before You Apply:

You must be an Authorized Officer of the Business to submit this application. If the information is incomplete, we may not be able to process the application.

You are eligible to apply for an account with Business Liability Only, if you are any one of the following:

- Corporation with more than \$5 million annual sales and in business for at least 3 years,
- Government entity, or
- Nonprofit organization

Supporting document may be required for verification.

## How to Complete and Submit Application:

**1** Print the application and review the CREDIT CARD DISCLOSURES.

**2** Fill in all fields completely and legibly. All fields must be completed to process the application.

**3** Sign the application and retain the CREDIT CARD DISCLOSURES for your records.

**4** Submit the application in one of three easy ways:

**Call** 1-800-767-1275 to process your application  
M-F 8 a.m. to 8 p.m. ET, Sat-Sun 9 a.m. to 6 p.m. ET

**Fax** completed application to 1-800-733-2578

**Mail** completed application to Staples Credit, PO Box 6066,  
Sioux Falls, SD, 57117-6066

Special Services			
<input type="checkbox"/> Purchase Order Required		<input type="checkbox"/> Authorized Users Only (If checked, attach a list of authorized users)	
<input type="checkbox"/> Non-Taxable for Office Supplies (If checked, attach a copy of certificate)			
Staples Rewards/Customer # (if known)		Email Address	
		Fill in your email address and get exclusive offers from Staples, plus an easy way to view your Staples Rewards status.	
Tell Us About Your Company			
Important Information: To help the government fight the funding of terrorism and money laundering activities, we collect and record information that identifies each person or entity who opens an account. This means we will ask for the name, address, date of birth, type of business entity and other information that will allow us to identify you. We may also ask to see other information such as driver's license or other identifying documents, and obtain identification information about you.			
Company Legal Name		D/B/A (account will be set up in this name)	# of Employees
Business Street Address (no P.O. Box)		City	State Zip
Taxpayer ID Number (required by USA Patriot Act)		Daytime Phone <sup>†</sup>	Ext #
Estimated Annual Company Revenue		Business Started (MM/YYYY)	Monthly Purchase Volume
Billing Information			
Billing Contact		Billing Address (if different from Business Street Address)	
City		State	Zip
Phone <sup>†</sup>		Fax	
Legal Type (choose one)			
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability <input type="checkbox"/> Corporation <input type="checkbox"/> Government/School/Embassy			
Organization Type (choose one)			
<input type="checkbox"/> Financial Institution <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> Embassy <input type="checkbox"/> Other Business Type			
If a financial institution, specify the type: <input type="radio"/> Bank <input type="radio"/> Non-Bank <input type="radio"/> Funds <input type="radio"/> MSB (Money Service Business)			
<b>Bank:</b> license and transfer/invest/lend money; <b>Non-Bank:</b> no bank license but transfer/invest/lend money (insurance companies, credit card companies, etc.); <b>Funds:</b> mutual funds, hedge funds, pension funds, private equity funds; <b>MSB:</b> exchange/transfer/money mechanisms (currency dealer, check casher, etc.)			

<sup>†</sup>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.

**Request Additional Cards**

Request up to four additional cards. Once approved, you may add additional cards and authorized user information. Authorized users must be employees of or contractors under written contract with your business. All cards issued will be printed with the name of the business only. When adding authorized users, you certify that each authorized user is (1) an employee of or contractor under written contract with your business; (2) has given you permission to share with us the information provided; and (3) has consented to allow us to share information about them in accordance with Citi's Privacy Notice, located online at [www.citi.com/privacy](http://www.citi.com/privacy). Once approved, you may add additional cards and buyer information by calling customer service at 1-800-767-1291. All cards issued will be printed with the name of the business only.

☐ 1      ☐ 2      ☐ 3      ☐ 4

**Authorized Officer/Controlling Party Information** (required)

What is an Authorized Officer? An Authorized Officer is a member of a business entity who has been formally empowered by that entity to enter into borrowing arrangements with financial institutions and is a Controlling Party of the business entity. A Controlling Party of a legal entity is someone with significant responsibility to control, manage, or direct the entity. Examples include: Senior Manager, General Partner, Owner, Chief Executive, President/Chairperson, Treasurer, Vice President. You must be an Authorized Officer of the business to submit this application.

First Name		Initial	Last Name	
Home Address (no P.O. Box)				
City	State	Zip	Date of Birth	
Social Security Number**		Percentage of Business Ownership (percentage of the business directly or indirectly you personally own, if any)**		

**Beneficial Owner Information** (Not required for Sole Proprietor, Foreign Embassy, US Government or US publicly traded entities)

Are you a publicly traded entity?††    ☐ Yes    ☐ No

If no, please complete the Beneficial Owner section and Authorized Officer Signature. If yes, please complete the Authorized Officer Signature section.

When opening an account, Federal regulations require that we obtain, verify, and record information for Beneficial Owners of an entity customer. For this application, Beneficial Owners are key individuals who directly or indirectly own the company, at a level of 25% or greater ownership, or are the trustee of a trust that has 25% or greater ownership. List all beneficial owners who own 25% or more below.

1	First Name		Initial	Last Name	
	Home Address (no P.O. Box)		City	State	Country      Zip/Postal Code
	Date of Birth	Social Security Number (Required for US Person)		Percentage of Business Ownership	
	For non US persons only (Please provide passport/or other government ID #)				
	ID Type (Required for non-US persons only)			ID Number	
	ID State/Province	ID Country		ID Zip/Postal Code	
2	First Name		Initial	Last Name	
	Home Address (no P.O. Box)		City	State	Country      Zip/Postal Code
	Date of Birth	Social Security Number (Required for US Person)		Percentage of Business Ownership	
	For non US persons only (Please provide passport/or other government ID #)				
	ID Type (Required for non-US persons only)			ID Number	
	ID State/Province	ID Country		ID Zip/Postal Code	

\*\*Not applicable to Foreign Embassy/U.S. Government

3	First Name		Initial	Last Name		
	Home Address (no P.O. Box)		City	State	Country	Zip/Postal Code
	Date of Birth	Social Security Number (Required for US Person)		Percentage of Business Ownership		
	For non US persons only (Please provide passport/or other government ID #)					
	ID Type (Required for non-US persons only)			ID Number		
	ID State/Province	ID Country		ID Zip/Postal Code		
4	First Name		Initial	Last Name		
	Home Address (no P.O. Box)		City	State	Country	Zip/Postal Code
	Date of Birth	Social Security Number (Required for US Person)		Percentage of Business Ownership		
	For non US persons only (Please provide passport/or other government ID #)					
	ID Type (Required for non-US persons only)			ID Number		
	ID State/Province	ID Country		ID Zip/Postal Code		
<b>Authorized Officer Signature</b> (required, please sign below)						
<p>I am an Authorized Officer and Controlling Party of the Business (and the person whose information is provided below) with the authority to bind the Business to the Terms and Conditions. I will provide the evidence of such authorization upon request. By signing below, I hereby certify, to the best of my knowledge, that the information provided above (including the information for Beneficial Ownership and Controlling Party) is complete and correct. I understand and agree that you may share all personal, transaction and experience information about me personally and my business, as permitted by law, with Staples and its affiliates. <b>IMPORTANT NOTICE REGARDING PRIVACY:</b> By submitting this application, I understand and agree that Citi may use any information collected from me regarding me personally and my business in accordance with Citi's Privacy Notice located online at <a href="http://www.citi.com/privacy">www.citi.com/privacy</a>.</p>						
Signature of Company's Authorized Officer					Date	
Please Print Name and Title						

<sup>††</sup>Any entity (other than a bank) whose common stock or analogous equity interests are listed on the New York, American, or NASDAQ stock exchange.

Account Number/Pending Number \_\_\_\_\_

**Please see Credit Card Disclosures on pages 4-7 which includes fees and other cost information.**

## CREDIT CARD DISCLOSURES REVOLVING TERMS

Interest Rates and Interest Charges	
Annual percentage rate (APR) for purchases	<b>14.99%, 19.99% or 23.99%</b> based on creditworthiness.
Default APR	29.99%*
Paying Interest	Your due date is at least 20 days after the close of each billing cycle. We will not charge you any interest on purchases if you pay your entire balance by the due date each month.
Minimum finance charge	\$2.00.

Fees	
Annual fees	None.
Other fees	Late fee: <ul style="list-style-type: none"><li>• \$15 on balances up to \$100</li><li>• \$29 on balances of \$100 up to \$250</li><li>• \$39 on balances of \$250 and over.</li></ul> Returned payment fee: \$39
Method of computing the balance for purchases	Daily balance. This includes new purchases.

**\*How can your actions trigger the default APR?** If any minimum payment is not paid by its due date and remains unpaid by the next due date all your purchase APRs may automatically increase to the default APR.

**How do we apply your payment?** We apply your payments in a way that is most favorable or convenient for us. This may include applying such payments to low APR balances before higher APR balances.

**When can we change the rates, fees, and terms of your card agreement?** We may change the rates, fees, and terms of your card agreement at any time, for any reason. These reasons may be based on information in your credit report or general market conditions. If the change will cause a rate or fee to increase, you will receive advance notice and a right to opt out. If you opt out, we will close your account. You can then pay the remaining balance under the old rates, fees, and terms.

The information about the cost of the card described in this application is accurate as of November 5, 2019. This information may have changed after that date. To find out what may have changed, write to us at Citibank, N.A., P.O. Box 6403, Sioux Falls, SD 57117.

## TERMS AND CONDITIONS OF OFFER

- This offer is only valid for new accounts. You must be at least 18 years of age. Citibank, N.A. ("we" or "us") is the issuer of the Staples Business Account. Citibank, N.A. is located in Sioux Falls, SD. Credit card offers are intended for residents of, and this is not an offer for the credit card to individuals outside of, the United States and its Territories.
- 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.
- We may gather information about the business from banks, credit bureaus, and others to verify the business and to determine its eligibility for credit, the renewal of credit and future extension of credit. 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.
- You authorize us to share with the retailer for whom this card is issued, and its affiliates, experiential and transactional information regarding you and your account.
- To receive a Staples Business Account Card, the business must meet our credit qualification criteria. The credit limit will be determined by a review of its credit report and a review of such other financial information as we may ask you or the business to provide. You will be informed of the amount of the business credit line when its account is opened.
- If approved for credit, you will receive a card agreement with your card(s).

## DEFERRED INTEREST PROMOTIONAL OFFERS ON THE STAPLES BUSINESS ACCOUNT

From time to time, as a Staples cardholder you may be offered special limited time only deferred interest promotional offers.

Deferred interest promotional offers include the following types of offers:

- No Interest if Paid in Full in 6 Months, Minimum Monthly Payments Required
- No Interest if Paid in Full in 12 Months, Minimum Monthly Payments Required
- No Interest if Paid in Full in 18 Months, Minimum Monthly Payments Required
- No Interest if Paid in Full by a specified date, Minimum Monthly Payments Required

If the balance is not paid in full by the end of the promotional period, interest charges will be imposed from the purchase date at the purchase rate on your account which is 14.99%, 19.99% or 23.99% APR based on creditworthiness.

These offers are not available all the time and may be limited to specific merchandise and/or have a minimum payment and purchase requirements as disclosed in the offer.

Your Card Agreement, the terms of the offer and applicable law govern these transactions including increasing APRs and fees and termination of the promotional period.

## INITIAL DISCLOSURE STATEMENT FOR THE STAPLES BUSINESS ACCOUNT

Please read this Initial Disclosure Statement ("Statement") and keep it for your records. If you are approved for credit, you will receive a Card Agreement with your card.

Each use of the card to charge purchases constitutes a loan for business or commercial purposes to you by us. If you are approved for credit, your account may be used only for purchasing goods and services to be used for business or commercial purposes on behalf of the business. You may not use this account to purchase goods or services for personal, family or household purposes.

### Definitions

**account** means the relationship established between you and us by this Agreement. This includes any sub-account we establish for you or any authorized user.

**APR** means an annual percentage rate.

**authorized user** means any person you allow to use your account.

**Business:** the corporation, limited liability company, partnership, sole proprietorship, association, or other entity or organization that applied to open the account and any successors to that entity or organization.

**card** means one or more cards or other access devices that we give you to get credit under this Agreement. This includes account numbers.

**Responsible Officer:** any natural person, whether or not an actual officer of the Business, who applies for the account on behalf of the Business and any successor to that person.

**we, us, and our** mean Citibank, N.A., the issuer of your account. Citibank, N.A. is located in Sioux Falls, SD.

**you, your, and yours** mean the Business which is liable for all amounts owed on the account.

### Purchase APR

**Purchase APR.** The **ANNUAL PERCENTAGE RATE** for regular purchases is 14.99%, 19.99% or 23.99% based on creditworthiness. Please see the chart below for the corresponding Daily Periodic Rate.

<b>APR:</b>	14.99%	19.99%	23.99%
<b>DPR:</b>	0.04106%	0.05476%	0.06572%

### Promotions

We may offer you promotional terms for all or a part of any balances. Any promotional terms may apply for a limited period of time. They will be governed by the terms of the promotional offer and this Agreement. They may include the No Interest and 0% offers described below. Your promotional terms may end if you default under the Card Agreement because you

- do not make the minimum payment when due,
- go over the credit line, or
- make a payment to us that is not honored.

**No Interest.** No finance charges will be imposed on this balance if you pay the balance in full by the end of the promotional period. We will impose finance charges on this balance if you do not pay the balance in full by the end of the promotional period or the promotional terms are terminated. We will impose these finance charges from the date of purchase until the balance is paid in full. The promotional offer will specify the amount of any minimum payment required on this balance.

**0%.** No finance charges are imposed on this balance during the promotional period. The promotional offer will specify the amount of any minimum payment required on this balance.

### **Periodic Finance Charges Based on APRs**

**Periodic Finance Charges.** We impose periodic finance charges when we apply APRs to your account balances. We do this every day by using a daily periodic rate. To get a daily periodic rate, we divide the APR by 365.

**When Periodic Finance Charges Begin.** Periodic finance charges begin the first day we add a charge to a daily balance. The charges we add to a daily balance include purchases. They also include finance charges and fees. We continue to impose periodic finance charges until we credit your account with full payment of the total amount you owe us.

**Grace Period on Purchases.** You can avoid periodic finance charges on purchases. This is called a grace period on purchases. The grace period is at least 20 days. To get a grace period on purchases, you must pay the New Balance by the payment due date every billing period. If you do not, you will not get a grace period until you pay the New Balance for two billing periods in a row.

If you have a balance subject to a No Interest promotion or a 0% promotion and that promotion does not expire before the payment due date, that balance (an “excluded balance”) is excluded from the amount you must pay in full to get a grace period on a purchase balance other than an excluded balance. In addition, if you have a major purchase plan balance, that balance (an “excluded balance”) is excluded from the amount you must pay in full to get a grace period on a purchase balance other than an excluded balance. However, you must still pay any separately required payment on the excluded balance. In billing periods in which payments are allocated to No Interest balances first, the No Interest balance will be reduced before any other balance on the account. However, you will continue to get a grace period on purchases, other than an excluded balance, so long as you pay the New Balance (less any excluded balance, plus any separately required payment on an excluded balance) in full by the payment due date each billing period.

In addition, certain promotional offers may take away the grace period on purchases. Other promotional offers not described above may also allow you to have a grace period on purchases without having to pay all or a portion of the promotional balance by the payment due date. If either is the case, the promotional offer will describe what happens.

**Calculation of Periodic Finance Charges.** We calculate periodic finance charges each billing period. To do this:

- We start with each of your different balances. These balances include, for example, regular purchases and different promotional balances. (Purchases made under the same promotional terms, including APR and expiration date, will be part of the same promotional balance.)
- We calculate the daily balance for each of your different balances. To get a daily balance, we start with the balance as of the end of the previous day. We add any periodic finance charge on the previous day’s balance. (This results in daily compounding of finance charges.) We add any new charges. We then subtract any new credits or payments.
- We multiply each daily balance by the daily periodic rate that applies to it. We do this for each day in the billing period. This gives us the daily periodic finance charges for each of your different balances.
- We add up all the daily periodic finance charges. The sum is the total periodic finance charge for the billing period. You authorize us to round the total periodic finance charge to the nearest cent.

When we calculate daily balances, we add a purchase as of the Transaction Date. We subtract a payment or credit as of the day it is credited to the account and then make other adjustments. We treat a credit balance as a balance of zero.

**Balance Subject to Finance Charge.** For each different balance, your statement shows any Balance Subject to Finance Charge. The Balance Subject to Finance Charge is the average of the daily balances during the billing period. A billing period begins on the day after the Closing Date of the previous billing period. It includes the Closing Date of the current billing period.

You can use your billing statement to calculate periodic finance charges. For each different balance, multiply the Balance Subject to Finance Charge by its daily periodic rate. Multiply that amount by the number of days in the billing period. The result is the total periodic finance charge on that balance. Rounding may cause a small difference.

**Minimum Finance Charge.** If the total periodic finance charge is less than \$2, we charge a minimum **FINANCE CHARGE** of \$2. We add the additional amount to the regular purchase balance or to one or more of the balances that is assessed a periodic finance charge.

#### **Other Fees**

**Late Fee.** We add a late fee for each billing period you do not pay the Minimum Payment Due by the payment due date. This fee is based on your account balance as of the Transaction Date shown on your statement for the late fee. The fee is \$15 on balances up to \$100; \$29 on balances of \$100 up to \$250; and \$39 on balances of \$250 and over. We add this fee to the regular purchase balance.

**Returned Payment Fee.** We add a \$39 fee if a payment check or similar instrument is not honored or if it is returned because it cannot be processed. We also add this fee if an automatic debit is returned unpaid. We assess this fee the first time your check or payment is not honored, even if it is honored upon resubmission. We add this fee to the regular purchase balance.

#### **Arbitration**

**The Card Agreement that you will receive with the business's card if it is approved for credit provides that disputes are subject to binding arbitration. Arbitration replaces the right to go to court, including the right to a jury and the right to participate in a class action or similar proceeding. Please read the "Arbitration" provision of the Card Agreement carefully.**

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