

# Varner's GREENHOUSE & NURSERY

• 70294 FIR ROAD • NILES, MICHIGAN 49120  
• PHONE: 269-684-3530 • FAX: 269-684-4924

• WEBSITE: [WWW.VARNERSGREENHOUSE.COM](http://WWW.VARNERSGREENHOUSE.COM) • EMAIL: [ORDERS@VARNERSGREENHOUSE.COM](mailto:ORDERS@VARNERSGREENHOUSE.COM)

July 6, 2024

Dear Fundraiser Organizer:

Mum's the word here at Varner's, but we're not keeping them a secret. We are growing tens of thousands of our amazing 8-inch mums this year. They are perfect for a fundraising product. Now is the time to plan your 2024 Mum Fundraising Campaign with Varner's Greenhouse. We are excited to offer these mums to you at wholesale pricing, allowing you to set prices to produce considerable profits for your fundraising organization.

There are two fundraising programs for you to choose from as follows:

- The Direct Sales Program
- The Voucher Sales Program

These programs will be explained in more detail on the following pages. Some organizations use both programs simultaneously.

This special pricing is available to non-profit organizations, churches, schools, institutions, groups, leagues, and businesses that can provide the requisite documentation. If you are eligible to claim sales tax exemption, the proper state sales tax exemption forms for Indiana and Michigan are included with this document to be completed by you.

Please be aware that as we get later into the season, we cannot guarantee that all the colors listed on the order forms will be available, and substitutions may become necessary. We will do our absolute best to supply you with what you have ordered. If we cannot, we will contact you to let you know what options are available.

We very much value our relationship with you. Your consideration of Varner's as your fundraising campaign partner is greatly appreciated. If you need additional information or have questions, please contact us by phone, email, fax, or visit our website. All those resources are listed at the top of the page.

Kind regards,

*Team Varner*

# Varner's GREENHOUSE & NURSERY

- 70294 FIR ROAD • NILES, MICHIGAN 49120
- PHONE: 269-684-3530 • FAX: 269-684-4924
- WEBSITE: [WWW.VARNERSGREENHOUSE.COM](http://WWW.VARNERSGREENHOUSE.COM) • EMAIL: [ORDERS@VARNERSGREENHOUSE.COM](mailto:ORDERS@VARNERSGREENHOUSE.COM)

## Direct Sales Program

### Program Overview:

Put simply, you must determine a pickup or delivery date, decide how much profit you'd like to generate, and go to work selling.

**To ensure a successful Direct Sales fundraising campaign, you'll want to follow these guidelines:**

- Call or email our office ASAP to **reserve your delivery or pick-up date**. (Please note that we don't deliver on Sundays.)
- **Create an order form** for the flowers you want to offer with the prices you want to charge.
- Your sales team will **go to work selling**.
- The Fundraiser Coordinator will **compile your sales team orders and complete the VGH 2024 Mum Fundraiser & Wholesale Order Form**, which will be sent to Varner's no later than ten (10) days before your scheduled delivery or pick-up date. The Order Form is available in both Excel (auto calculations) and PDF file formats and can be downloaded from our website at [www.varnersgreenhouse.com](http://www.varnersgreenhouse.com). We can also send it to you by email if requested. The completed order form can be emailed to [orders@varnersgreenhouse.com](mailto:orders@varnersgreenhouse.com), faxed to (269) 684-4924, or mailed to or dropped off at our office at 70294 Fir Rd., Niles, MI 49120.
- **Organize your volunteers** to pick up the order at our greenhouse or to assist in unloading the order and distributing it to your donors at the central location you designated for delivery.
- On your pick-up or delivery day, an invoice will be given to you. If you have not established terms with us, payment will be expected at that time. For those who have established terms with us, you will receive an invoice at the time of delivery. This will be the only invoice we provide and from which you should use to pay. No other invoice will be mailed.

**Direct Sales Program Continued on the Next Page →**

---

*Varner's GREENHOUSE & NURSERY - Not just an experience but a tradition*

# Varner's GREENHOUSE & NURSERY

• 70294 FIR ROAD • NILES, MICHIGAN 49120  
• PHONE: 269-684-3530 • FAX: 269-684-4924

• WEBSITE: [WWW.VARNERSGREENHOUSE.COM](http://WWW.VARNERSGREENHOUSE.COM) • EMAIL: [ORDERS@VARNERSGREENHOUSE.COM](mailto:ORDERS@VARNERSGREENHOUSE.COM)

## Delivery Requirements and Service Fees:

- A minimum order may be required depending on distance and other factors. It is determined on a case-by-case basis.
- **IMPORTANT: If you choose delivery, you will need volunteers from your organization at the location when we arrive with the delivery to assist in unloading the truck we send.** We will deliver your entire order to the location you designated.
- There will be a delivery service fee based on distance and the number of trucks needed. The minimum delivery service fee is \$40.00. You can call our office for a delivery service fee quote for your location.

## Organizational Requirements:

- Approval of your organization by Varner's management.
- A minimum order of 100 mums is required to qualify for wholesale fundraiser pricing.
- If claiming sales tax exemption, a Michigan Form 3372 or Indiana Form ST-105 must be on file in our office to be exempted from sales tax. Please contact our office if you need one of those forms.

If you are interested in the Direct Sales Program, please contact us for more information and to reserve a delivery or pick-up date.

Voucher Sales Program on the Next Page →

---

*Varner's GREENHOUSE & NURSERY - Not just an experience but a tradition*

# Varner's GREENHOUSE & NURSERY

• 70294 FIR ROAD • NILES, MICHIGAN 49120  
• PHONE: 269-684-3530 • FAX: 269-684-4924

• WEBSITE: [WWW.VARNERSGREENHOUSE.COM](http://WWW.VARNERSGREENHOUSE.COM) • EMAIL: [ORDERS@VARNERSGREENHOUSE.COM](mailto:ORDERS@VARNERSGREENHOUSE.COM)

## Voucher Sales Program

### Program Overview:

The Voucher Sales Program makes it easy because you don't need to handle or deliver the plants. You create vouchers and give them to your sales team, who will sell them to donors for a set price. Many donors like vouchers because they can come to Varner's Greenhouse and pick out the plants they like best.

### To ensure a successful Voucher Sales fundraising campaign, you'll want to follow these guidelines:

- **Notify our office** if you plan to conduct a Mum Voucher fundraising campaign this year.
- Decide how much profit you want to make and set your price. Your profit is the difference between your selling price and our wholesale price.
- You create your voucher proofs with a start date no earlier than August 15, 2024, and an expiration date no later than September 30, 2024. You must **submit them to Varner's for approval** (example included in this document for your reference).
- **After Varner's approval**, give the vouchers to your sales teams to sell to your donors. Your sales team members will collect the funds from your donors and turn them into the fundraiser coordinator(s).
- Your donors bring the vouchers they purchased from your sales team to Varner's Greenhouse and pick out the mums referenced on the voucher.
- Then, your donor will take the vouchers and selected products to one of our cashiers, who will collect the vouchers.
- After the voucher's expiration date, Varner's will tally the vouchers and send you an invoice for the total number of vouchers collected.
- Prompt payment of your invoice is much appreciated.

### Organizational Requirements:

- Approval of your organization by Varner's management.
- A minimum order of 100 mums is required to qualify for wholesale fundraiser pricing.
- If claiming sales tax exemption, a Michigan Form 3372 or Indiana Form ST-105 must be on file in our office to be exempted from sales tax. Please contact our office if you need one of those forms.

If you are interested in the Voucher Sales Program, don't hesitate to contact us for more information or to get the process started.

Sample Voucher on Next Page →

# Varner's GREENHOUSE & NURSERY

- 70294 FIR ROAD • NILES, MICHIGAN 49120
- PHONE: 269-684-3530 • FAX: 269-684-4924
- WEBSITE: WWW.VARNERSGREENHOUSE.COM • EMAIL: ORDERS@VARNERSGREENHOUSE.COM

Sample Voucher:

## 2024 Voucher – Redeem at Varner's Greenhouse

Located at 70294 Fir Rd., Niles, MI 49120

#1 of 500

Redeemable for: One (1) 8-inch Mum

Purchased from: YOUR ORGANIZATION'S NAME

**PLEASE BE AWARE THAT THIS IS A DONATION, AND RETAIL PRICES AT VARNER'S WILL BE LOWER**

NO SUBSTITUTIONS ARE PERMITTED WITHOUT VARNER'S MANAGEMENT APPROVAL

Start date: August 15, 2024

Expires: September 30, 2024

### Guidelines for Voucher Creation:

- The voucher size should be about the size of a dollar bill.
- It is recommended that you have a numbering system.
- Only one voucher for a single redeemed item is allowed.
- Other information that should be included in the voucher:
  - Description of redeemable item
  - Your organization's name
  - The start and the expiration dates of the campaign.

**One last note:** We suggest you encourage your donors to redeem their vouchers earlier rather than later (within the designated timeframe indicated on the voucher) to ensure a full selection of products and total satisfaction.

Indiana Department of Revenue  
**General Sales Tax Exemption Certificate**

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

**Sales tax must be charged unless all information in each section is fully completed by the purchaser.** Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue. A valid certificate also serves as an exemption certificate for (1) county innkeeper's tax and (2) local food and beverage tax.

**Section 1 (print only)**

Name of Purchaser: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Purchaser must provide minimum of one ID number below.\*

Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate.

TID Number (10 digits): \_\_\_\_\_ - LOC Number (3 digits): \_\_\_\_\_

If not registered with the Indiana DOR, provide your State Tax ID Number from another State  
**\*See instructions on the reverse side if you do not have either number.**

State ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

**Section 2**

Is this a  blanket purchase exemption request or a  single purchase exemption request? (check one)

Description of items to be purchased: \_\_\_\_\_

**Section 3**

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

- Sales to a retailer, wholesaler, or manufacturer for **resale** only.
- Sale of manufacturing machinery, tools, and equipment to be used directly in direct **production**.
- Sales to **nonprofit organizations** claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)
- Sales of tangible personal property predominately used (greater than 50 percent) in providing **public transportation** - provide USDOT Number. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a **school bus operator**, must provide their SSN or FID Number in lieu of a State ID Number in Section 1.  
USDOT Number: \_\_\_\_\_
- Sales to persons, occupationally engaged as farmers, to be used directly in production of **agricultural** products for sale.  
**Note:** A farmer not possessing a State Business License Number may enter a FID Number or a SSN in lieu of a State ID Number in Section 1.
- Sales to a **contractor** for exempt projects (such as public schools, government, or nonprofits).
- Sales to **Indiana Governmental Units** (agencies, cities, towns, municipalities, public schools, and state universities).
- Sales to the **United States Federal Government** - show agency name. \_\_\_\_\_  
**Note:** A U.S. Government agency should enter its Federal Identification Number (FID) in Section 1 in lieu of a State ID Number.
- Other - explain. \_\_\_\_\_

**Section 4**

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (*either negligent or intentional*), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.  
**Seller must keep this certificate on file to support exempt sales.**

## Instructions for Completing Form ST-105

All four sections of the ST-105 must be completed or the exemption is not valid and the seller is responsible for the collection of the Indiana sales tax.

### Section 1

- A) This section requires an identification number.** In most cases this number will be an Indiana Department of Revenue issued Taxpayer Identification Number (TID - see note below) used for Indiana sales and/or withholding tax reporting. If the purchaser is from another state and does not possess an Indiana TID Number, a resident state's business license, or State issued ID Number must be provided.
- B) Exceptions** - For a purchaser not possessing either an Indiana TID Number or another State ID Number, the following may be used in lieu of this requirement.
- Federal Government** – place your FID Number in the State ID Number space.
- Farmer** – place your SSN or FID Number in the State ID Number space.
- Public transportation haulers** operating under another motor carrier authority, or with a contract as a school bus operator, must indicate their SSN or FID Number in the State ID Number space.
- Nonprofit Organization** – must show its FID Number in the State ID Number space.

### Section 2

- A) Check a box to indicate if this is a single purchase or blanket exemption.
- B) Describe product being purchased.

### Section 3

- A) Purchaser must check the reason for exemption.
- B) Purchaser must be able to provide additional information if requested.

### Section 4

- A) Purchaser must sign and date the form.
- B) Printed name and title of signer must be shown.

**Note:** The Indiana Taxpayer Identification Number (TID) is a ten digit number followed by a three digit LOC Number. The TID is also known as the following:

- a) Registered Retail Merchant Certificate
- b) Tax Exempt Identification Number
- c) Sales Tax Identification Number
- d) Withholding Tax Identification Number

The Registered Retail Merchant Certificate issued by the Indiana Department of Revenue shows the TID (10 digits) and the LOC (3 digits) at the top right of the certificate.

# Michigan Sales and Use Tax Certificate of Exemption

**INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records.** This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1: TYPE OF PURCHASE

- A. One-Time Purchase  
Order or Invoice Number: \_\_\_\_\_
- B. Blanket Certificate. Recurring Business Relationship
- C. Blanket Certificate  
Expiration Date (maximum of four years): \_\_\_\_\_

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

|                           |
|---------------------------|
| Vendor's Name and Address |
|---------------------------|

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

- All items purchased.
- Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

- For Lease. Enter Use Tax Registration Number: \_\_\_\_\_
- For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

- Agricultural Production. Enter percentage: \_\_\_\_\_%
- Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
- Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
- For Resale at Wholesale.
- Industrial Processing. Enter percentage: \_\_\_\_\_%
- Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization.
- Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994.
- Rolling Stock purchased by an Interstate Motor Carrier.
- Qualified Data Center
- Direct Pay - Authorized to pay use tax on qualified transactions directly to the State of Michigan under Account Number \_\_\_\_\_.
- Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

|   |  |  |
|---|--|--|
| Business Name                                 |  | Type of Business (see codes on page 2) |
| Business Address                              |  | City, State, ZIP Code                  |
| Business Telephone Number (include area code) |  | Name (Print or Type)                   |
| Signature and Title                           |  | Date Signed                            |



## Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

**Purchasers** may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

**Sellers** are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- A) Choose "One-Time Purchase" and include the invoice number this certificate covers.
- B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

### SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

|    |                   |    |                                   |
|----|-------------------|----|-----------------------------------|
| 01 | Accommodations    | 10 | Utilities                         |
| 02 | Agricultural      | 11 | Wholesale                         |
| 03 | Construction      | 12 | Advertising, newspaper            |
| 04 | Manufacturing     | 13 | Non-Profit Hospital               |
| 05 | Government        | 14 | Non-Profit Educational            |
| 06 | Rental or leasing | 15 | Non-Profit 501(c)(3) or 501(c)(4) |
| 07 | Retail            | 16 | Qualified Data Center             |
| 08 | Church            | 17 | Other                             |
| 09 | Transportation    |    |                                   |

Print the name of the business, address, city, state and ZIP code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

THE COMPLETED CERTIFICATE MUST BE RETAINED IN YOUR RECORDS IN THE EVENT OF AN AUDIT.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**