

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
Print or type. See Specific Instructions on page 3.	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶	Exempt payee code (ii any)
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any)
	Other (see instructions)	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name a	and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
Pai	t I Taxpayer Identification Number (TIN)	
	your fire in a appropriate box. The fire provided materials from the fire in the treatment of the avoid	curity number
reside entitie	up withholding. For individuals, this is generally your social security number (SSN). However, for a sent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>	
TIN, I	<u>-</u>	identification number
	per To Give the Requester for guidelines on whose number to enter.	
		-
Par	t II Certification	
Unde	r penalties of perjury, I certify that:	
2. I ar Se no	e number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be iss in not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been n vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) longer subject to backup withholding; and	otified by the Internal Revenue
0 1	and the contract of the contra	

- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.						
Sign Here	Signature of U.S. person ▶	Date ►				

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,

New Vendor Application



Please provide the following information to the best of your ability. Please print clearly.

Company Info.		
Company Name		
City	State	Zip
Distance from Ellwood Thompson's (mile	es as the crow flies)	
Company Phone:		
Company Website (if available)		
Do you have business insurance? O Ye	S No If yes, please include a copy of	your insurance deck page with this document.
Terms Requesting		
Primary Contact Info.		
Contact Name (printed)		
Contact E-Mail (if available)		
Contact Phone:		
Signature		Date
	STORE USE ONLY	
Department		
Account Number		
Notes (if any)		
Department Manager's Name (ple	ease print)	

Buying Procedure & Product Standards



Our Mission:

Feeding the soul of our community.

Our Business Philosophy:

The success of our market is determined by customer satisfaction, staff happiness and local community support. We intend to grow our business by offering quality products at fair prices with exceptional customer service.

Products that make it through our doors and onto our shelves have gone through a four-step process, ensuring that they meet our quality standards. This selection process is maintained by our Purchasing Director and the operations committee, to ensure each step of the process.

Our Four-Step Buying Process

- Source of the product: We review where the product comes from, how it was produced or grown, and the reputation and values of the company.
- 2. **Clean Ingredients:** Our list of banned ingredients has more than 100 items. The list includes ingredients such as high fructose corn syrup, parabens, nitrates, artificial flavors and colorings, growth hormones and more. An up-to-date list of banned ingredients can be found on our website.
- 3. Does it meet the department standards? If the item makes it through the ingredients checklist, it now has to meet the specific standards for the department it will be sold in. Those standards are listed in this packet.
- 4. **Would we take it home?** We won't carry a product that we wouldn't take home ourselves. Flavor, aroma, freshness these all come into play when making product decisions. Our tasting process involves our buyers and staff, and must meet the approval of multiple employees before we'll make our final decision.

Going Beyond Industry Standards

Thanks to hard working team members, ingredients like high fructose corn syrup were added to our banned list before they showed up under the national spotlight. Our standards are constantly monitored, keeping them up to date and "beyond" industry standards. Our team leaders follow the latest trends, news, and food related topics to stay up to date on these important issues. We closely monitor food safety issues and recalls, posting up-to-the-minute information on our website and social media.

Our Commitment to Non-GMO Products and Labeling

Since 2010, Ellwood Thompson's has avoided products with GMOs at all cost. It is our commitment to our community that we will not bring in any new products that contain GMOs. We work to help local vendors source raw ingredients that do not contain GMOs, and are of the highest quality. It is our shared belief that everyone deserves an informed choice about what they are consuming.

As part of this commitment to our customers, we require all new vendors to either include "Non-GMO" on their packaging, or submit a formal letter/email indicating that all ingredients are non-GMO,

Produce

Department Standards



Our Produce Department is 100% Local or Organic

Our goal is to offer the largest, freshest and cleanest selection of local and organic produce in Richmond, VA. Our commitment to local starts with a strict, 100-mile radius, which encompasses small family farms and growers dedicated to sustainable farming and agriculture. Please see our local grower rating scale below. Anything outside of this 100-mile radius, but still within 300 miles, is labeled as "Regional."

Our buying team visits local farms and growers on a regular basis, to ensure quality growing methods and maintain strong relationships. A commitment to local agriculture doesn't happen overnight, it takes time, energy and dedication. We're proud to work directly with Virginia farmers to ensure that local products and vegetables are available to our customers year round, and to help local farmers stay in business and continue to grow!

How We Classify "Local"

Signage indicating local produce displays the name and location of the farm, as well as how many miles it was grown from our front door. We then use a three tier rating system for local produce (Good, Better, Best) to signify how the produce was grown.

Local Good

- Grown within 100 miles of our store.
- Use no or low spray and are family run or family operated.

Local Better

- Grown within 100 miles of our store.
- Farm practices organic and/ or sustainable growing,
- Uses natural fertilizers and pest controllers

Local Best

- Grown within 100 miles of our store.
- Organically grown using USDA standards or G.A.O.P. (Generally Accepted Organic Practices)
- Is USDA certified organic or Certified Naturally Grown.

Produce

Transparency Agreement



At Ellwood Thompson's we care about the entire cycle of farming, from the cultivation of the soil to the level of care the farm gives its workers. Please take a few minutes to answer the following questions, just so we can get better aquainted with your farm. This agreement is for transparency and communication purposes only. **It is not a legal document**.

Name of Farm / Company		
Name(s) of Primary Owner(s)		
Approx. acreage of farm (total)	Approx. acreage of cultivated	d land
Briefly describe your growing methods (organic, regenera	ative, biodynamic, Certified Na	aturally Grown, etc.):
Are you certified by one of the following organizations?	0	0
If so, how long you have been certified:	USDA ORGANIC	
Do you compost? O Yes O No	USDA Certified Organic	Certified Naturally Grown
Describe your crop rotation practice, including any cover	crops:	
Are any of your crops, to your knowledge, grown with gen	netically modified seeds (GMC	Os)? O Yes O No
What types of soil treatments do you use (if any)?		
What type of machinery do you use on your farm?		

Produce

Transparency Agreement



Continued

Ellwood Thompson's does not encourage the use of conventional (non-organic certified) fertilizers, pesticides, herbicides or insecticides. However, we do understand the modern day challenges in farming. Produce in our store that is not USDA Certified Organic, Certified Naturally Grown or is not produced using organic growning methods, will be labeled as conventional or with the "Local Good" integrity pin. This integrity pin (shown on signage) will indicate to the customer that although the produce is locally grown, it is still grown with conventional methods.

Do you use any conventional (non-organic certified) chemicals or fertilizers? O Yes O No		
If "Yes," please list which ones you use:		
O I agree that the above statements are true to the best of my knowledge. I am fully av procedures, product standards and Banned Ingredients list.	ware of Ellwood Thompson's buying	
Full Name (printed)		
Signature	Date	