

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
-				-					
<b>or</b>									
<b>Employer identification number</b>									
-									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**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](http://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 taxpayer 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, later.*

# New Vendor Application



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

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## Company Info.

Company Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Distance from Ellwood Thompson's (miles as the crow flies) \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Website (if available) \_\_\_\_\_

Do you have business insurance?  Yes  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 (please print) \_\_\_\_\_

Department Manager's Signature \_\_\_\_\_

# 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.

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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

- 1. 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,

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View our complete list of banned ingredients at [ellwoodthompsons.com/our-purpose/banned-ingredients](http://ellwoodthompsons.com/our-purpose/banned-ingredients)

**Cheese**

# Department Standards

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## **Cheese Standards**

Our cheesemongers love cheese. When it comes down to decision time, only the best make the cut. Since we're a small, locally-owned company, our buying starts at a department level rather than from corporate offices hundreds of miles away. We choose cheeses that have no synthetic dyes, no hormones, no stabilizers or preservatives. No processed cheese food, ever.

## **Domestic & Local Cheese**

Our domestic and local cheeses typically start with small, family run homesteads that own their own herd, controlling the process the entire way through. We look for artisan producers who don't use any artificial colorings, dyes or flavors and continually practice sustainable grazing and cheese making techniques year round. We also don't mind waiting, and appreciate what time does for small batches of cheese.

## Cheese

# Transparency Agreement

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At Ellwood Thompson's we care about the entire cycle of cheesemaking. From the land the animals are raised on down to your affinage program, we source only the cleanest and purest local cheeses. This agreement is for transparency and communication purposes only. **It is not a legal document.**

Name of Company / Farm \_\_\_\_\_

Name(s) of Primary Owner(s) of Company / Farm \_\_\_\_\_

Type of Business:  Farmstead (you raise the herd) - or -  Creamery (you don't raise the herd)

## Farmsteads:

Are your animals allowed pasture grazing?  Yes  No

What type of milk does your farmstead product contain?  Cow  Goat  Sheep  Mix

Do you use any added hormones in your feed for the sole purpose of increasing animal growth?  Yes  No

Do you use any added steroids in your feed for the sole purpose of increasing animal growth?  Yes  No

Do you use any antibiotics other than what is used in the initial birth set?  Yes  No

Describe your system of land management: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you make cheese  seasonally, or  year-round?

If you are making cheese year-round, please describe your winter cheesemaking practices (eg. your feed source, shelter, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your affinage practice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Creameries:

Please describe your milk source or sources (e.g. what types of milk and where it's coming from): \_\_\_\_\_

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To the best of your knowledge, is the milk you're using free of added hormones, antibiotics, and steroids?

Yes  No

Do you add coloring to your cheese?  Yes  No

If you do add coloring, what is your source? \_\_\_\_\_

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What type(s) of rennet do you use? \_\_\_\_\_

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I agree that the above statements are true to the best of my knowledge.

Full Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_