

### **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. 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 <b>one</b> 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):	
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶	Exempt payee code (if 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)	
ecifi	Other (see instructions)	(Applies to accounts maintained outside the U.S.)	
See <b>Spe</b>	5 Address (number, street, and apt. or suite no.) See instructions.  Requester's name a	Requester's name 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 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,

### **Meat & Poultry**

### **Department Standards**



Meat and poultry must meet and pass a strict criteria before it is sold in our stores. When sourcing from local farmers and ranchers, we expect high standards in terms of cleanliness, animal health and well-being, sustainability, and animal diet.

### In order to be considered for retail, our meat and poultry should meet the following standards:

- Are never given any growth hormones or antibiotics.
- Are always fed 100% vegetarian diets with no animal byproducts.
- Animals are raised and handled with minimal stress.
- Poultry is never de-beaked.
- Animals are not fed any genetically modified feed.
- Are raised and treated as humanely & compassionately as possible.
- Are never subject to nitrates/nitrites or irradiation.
- Are always at their highest quality and freshness.

#### **Farmer Relationships**

We aim to establishing strong relationships with our farmers and ranchers to ensure that he/she knows exactly what our expectations are throughout the entire process. This relationship allows us to visit the farms, see the land, meet the animals and understand the animals' life cycle. In return, strong farmer relationships give us selling points to our customers. When we can easily talk about a farm that we've visited, that product gains greater value.

#### **Room to Roam**

One of the most important factors we consider when purchasing is that the animal, at a minimum, has access to the outdoors (free-range). But it doesn't stop here. We actively seek farmers and ranchers that go far beyond just free-range. Farming practices such as free-roaming and pasture-raised animals allow animals much more freedom to the outdoors. With these methods, animals can come and leave their shelter as they please and enjoy the benefits of natural movement.

#### **Local First**

Our goal is to offer the largest, freshest and cleanest selection of locally raised meat and poultry in the area. Our commitment to local starts with a strict, 100-mile radius, which encompasses small family farmers dedicated to sustainable farming and agriculture. Anything outside of this 100-mile radius, but less than 300, is labeled as "Regional."

#### **Farm Animal Welfare Council**

As part of a commitment to healthy and responsibly raised meat and poultry, we believe that an animal's welfare, whether on farm, in transit, at market or at a place of slaughter should be considered in terms of 'five freedoms'. These freedoms define ideal states rather than standards for acceptable welfare. They form a logical and comprehensive framework



for analysis of welfare within any system together with the steps and compromises necessary to safeguard and improve welfare within the proper constraints of an effective livestock industry.

### The 5 Freedoms of Animal Welfare:

- Freedom From Hunger and Thirst by ready access to fresh water and a diet to maintain full health and vigor.
- **2. Freedom From Discomfort** by providing an appropriate environment including shelter and a comfortable resting area.
- **3. Freedom From Pain, Injury or Disease** by prevention or rapid diagnosis and treatment.
- **4. Freedom to Express Normal Behavior** by providing sufficient space, proper facilities and company of the animal's own kind.
- Freedom From Fear and Distress by ensuring conditions and treatment which avoid mental suffering.

### **Meat & Poultry**

Organic

### **Transparency Agreement**



At Ellwood Thompson's we care about the entire cycle of raising livestock. From the health of the farmland down to the animal's diet, we look for farmers and ranchers who engage in ethical and sustainable practices. 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/Ran	ch/Company				
Name(s) of Primary	y Owner(s)				
Approx. acreage of	farm (total)	Арр	Approx. acreage of land in use (farmed)		
What forms of lives	stock do you raise fo	or commercial sale? Plea	ase check all that apply.		
○ Beef		○ Duck	O Buffalo		
<b>○</b> Chicken		<b>○</b> Lamb	OBison		
○ Turkey		<b>○</b> Goat	Other		
○ Pork ○ Ostrich		Ostrich			
Are you certified by	any of the followin	g organizations? Please	check all that apply.		
0	0	0	0	0	
USDA ORGANIC	FRIENDLY	CERTIFIED HUMANE	The American Livestock Breeds Conservancy C ALBC.1993	Virginia's Finest	
USDA Certified	Predator Friendly	Certified Humane	American Livestock Heritage Breeds	Virginia's Finest	

Conservatory

### **Livestock Farmers:** Are your animals allowed pasture grazing? O Yes O No If you answered Yes, how often?\_\_ Do you use any added hormones in your feed? O Yes O No Do you use any added steroids in your feed? O Yes O No Do you use any antibiotics? **O** Yes **O** No Is your livestock finished with $\bigcirc$ Grass/Hay, or $\bigcirc$ Grain Feed If your livestock is finished with grain feed, are you aware of any GMOs in your feed? Yes ONo What processor do you use?\_\_\_\_\_ Is this processor USDA approved and inspected? OYes ONo What is your hang time for beef before packaging?\_\_\_\_ **Poultry Farmers:** Describe your birds' living environment to the best of your ability. (i.e. Do they have minimal access to the outdoors? Are they freeroaming? Where do they sleep? What type of access to fresh water do they get? What percentage of their day is spent outdoors?) Which designation best describes your birds? O Cage Free Free Range Pasture Raised Do you use any added hormones in your feed? O Yes O No Do you use any added steroids in your feed? Yes No Do you use any antibiotics? **O Yes O No** Do you de-beak your birds? O Yes O No Are you aware of any GMOs in your feed? $\bigcirc$ Yes $\bigcirc$ No O I agree that the above statements are true to the best of my knowledge. I am fully aware of Ellwood Thompson's buying procedures, product standards and Banned Ingredients list.

Date

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

Signature\_