

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	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.	4 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) ▶ _____ 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) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 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.

Social security number											
				-			-				
or											
Employer identification number											
				-							

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.

Sign Here	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.

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.

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.

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,

View our complete list of banned ingredients at ellwoodthompsons.com/our-purpose/banned-ingredients

Department Standards

Our goal is to offer the largest, freshest and cleanest selection of local and sustainably caught/farmed seafood in Richmond. Our standards assure that our customers are getting fresh, local seafood from a reliable source that we trust and have a strong relationship with. We put every effort into making buying choices as easy and transparent as possible for our customers. Monitoring this process and our customer's safety is something we're committed to.

Farmed Fish / Aquaculture

We're happy to sell sustainably farm-raised fish that meets the following requirements:

- Fish is never given any antibiotics, growth hormones or bone meal.
- Fish is never raised in over-populated pens. Fish have plenty of room to swim and move.
- Fish are monitored to the fullest, keeping a close eye on contamination, water quality, cross communities, and health.
- Fish are always displayed with country of origin and often state if caught or raised within the United States.
- Fish are always from trusted fishermen who are dedicated to the same methods and practices that we stand for.
- Fish are raised in a sustainable way that greatly limits negative environmental impact and promotes fish safety.

Wild Caught Fish: We support wild caught practices that maintain thriving, abundant fish & seafood populations. We encourage and support watermen who use environmentally friendly catch methods, utilizing specialized gear to keep natural habitats intact and reduce the amount of by-catch, especially endangered species.

Fishing our Local Waters:

We're committed to supporting local fisheries, but at the same time, keeping our customers safe from toxins and pollutants. To complete both of these tasks, we closely watch the Virginia, North Carolina, and Maryland's Department of Health's recommendations and label our fish accordingly so our customers can make informed choices. We trust that our fishermen avoid risky and unsafe areas and always fish the cleanest waters that their area/region has to offer with the most sustainable methods possible. These sustainable methods greatly reduce the amount of by-catch.

Fish & Seafood

Transparency Agreement



At Ellwood Thompson's we care about the entire cycle of fishing and aquaculture practices. From the area fished down to the amount of by-catch, we look for suppliers and fishermen who support sustainable fishing and aquaculture practices. This agreement is for transparency and communication purposes only. **It is not a legal document.**

Name of Company or Fishery _____

Name(s) of Primary Owner(s) _____

Please list the primary locations where you fish:

What fishing methods do you use? Please check all that apply.

Hook & Line

Gillnetting

Trawling

Harpoon

Longline

Trolling

Traps

Purse Seine

Other _____

Dredging

Do you certify that you follow all tag regulations for the state(s) of North Carolina / Virginia / Maryland?

Yes No

Do your products comply with our Banned Ingredients List ?

ellwoodthompsons.com/our-purpose/banned-ingredients Yes No

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.

Full Name (printed) _____

Signature _____ Date _____