

# Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<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; check only <b>one</b> of the following seven boxes: <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 <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## 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 on page 3.

<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.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Store Use Only

SUPPLIER:

MILES FROM STORE:

Local

Regional



Ellwood Thompson's Local Market/Dawson's Market

# Truth in Fishing & Aquaculture Agreement

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

**Name of Company or Fishery:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Distance:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

Farm Website (if available): \_\_\_\_\_

E-Mail Address (if available): \_\_\_\_\_

**Full Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Business & Insurance Information

Federal Tax Identification Number: \_\_\_\_\_ Do you have business insurance?  Yes  No

Terms Requesting: \_\_\_\_\_ *Please attach a copy of your insurance to this document.*

*store use only below this line*

Department: \_\_\_\_\_

Account Number: \_\_\_\_\_

Notes (if any): \_\_\_\_\_

Department Manager's Name (please print): \_\_\_\_\_

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

# Truth in Fishing & Aquaculture Agreement

At Ellwood Thompson's and Dawson's Market, we care about the entire cycle of fishing and aquaculture practices. From the area fished down to the amount of bycatch, 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.* Please fill the following out to the best of your ability.

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**Name of Company or Fishery:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Please list the majority of areas that you fish on:**

_____	_____
_____	_____
_____	_____

**Please note fishing methods that you or your company use:** *(check all that apply)*

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="radio"/> Hook & Lining | <input type="radio"/> Dredging      | <input type="radio"/> Trawling                       |
| <input type="radio"/> Harpooning    | <input type="radio"/> Gillnetting   | <input type="radio"/> Others <i>(please specify)</i> |
| <input type="radio"/> Traps         | <input type="radio"/> Longlining    | _____  |
| <input type="radio"/> Trolling      | <input type="radio"/> Purse Seining | _____  |
|                                     |                                     | _____  |

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

- Yes       No

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

**Full Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# Product Standards / Buying Procedure

## Our Mission Statement:

We aspire to feed the heart and soul of the community through a commitment to local and organic food.

## Our Business Philosophy:

The success of our markets 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 current 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. A complete list of banned ingredients can be found on the last page of this packet.

**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. Taste, flavor, aroma, freshness- these all come into play when making product decisions. Our tasting process starts with our buyers and staff and must meet the approval of multiple employees before we'll make our final decision.

**Our Commitment to NON-GMO (*Genetically Modified Organisms*) Products and Labeling:** Since 2010, we have been a proud member of the **NON-GMO Project**; a non-profit, multi-stakeholder collaboration committed to preserving and building sources of non-GMO products, educating consumers, and providing verified non-GMO choices. It's our shared belief that everyone deserves an informed choice about what they are consuming.

When making purchasing choices, our buyers compare product with the NON-GMO's list of clean products, a list created using North America's only third party verification and labeling for non-GMO food and products. Products that make this list are marked with NON-GMO tags on our shelf.

**Going Beyond Industry Standards:** Thanks to hard working team members, ingredients like *High Fructose Corn Syrup* (HFCS) 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 operations committee follows the latest trends, news, and food related topics to stay up to date on these important issues. We closely monitor food safety is-sues and recalls, posting up-to-the-minute information on our website and Facebook page.

## Ellwood Thompson's Product 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 maintain a strong relationship. We put every effort into making buying choices as easy and transparent as possible for our customers. We are committed to our customer's safety.

# Ellwood Thompson's Product Standards Cont.

**Farmed Fish/Aquaculture:** We're happy to sell sustainably farm-raised fish that meets the following requirements:

- Fish are never given any antibiotics, growth hormones or bone meal.
- Fish are never raised in over-populated pens or netting compounds. 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 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 sametime, 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.

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I agree that the above statements are true; I am fully aware of Ellwood Thompson & Dawson's Market's buying procedures and product standards for fresh seafood.

**Full Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_