

Required Documents Checklist

(Please refer to the section that applies to the type of application being submitted)

Corporate Vendors:

- Vendor Application
- Form W-9 (Internal Revenue Service)
- Copy of Sales Tax Certificate (for each store)
- Corporate Attachment Form (3771A); (for each store)
- Corporate Information Form
- Copy of Food Sales License (for each store)
- Copy of Supplemental Nutrition Assistance Program Permit (SNAP); (for each store)
- Copy of a Lease, Deed or Bill of Sale
- RD 1062 Disclosure Authorization Form (for each store)
- ACH Form (for each store)

Non-Corporate Vendors:

- Vendor Application
- Form W-9 (Internal Revenue Service)
- Copy of Sales Tax Certificate (for each store)
- Corporate Information Form (if applicable)
- Copy of Food Sales License (for each store)
- Copy of Supplemental Nutrition Assistance Program Permit (SNAP); (for each store)
- Copy of a Lease, Deed or Bill of Sale
- RD 1062 Disclosure Authorization Form (for each store)
- ACH Form (for each store)

Pharmacy Vendors:

- Vendor Application
- Form W-9 (Internal Revenue Service)
- Copy of Sales Tax Certificate (for each store)
- Copy of Pharmacy License (for each store, if applicable)
- Copy of a Lease, Deed or Bill of Sale
- RD 1062 Disclosure Authorization Form (for each store)
- ACH Form (for each store)

Military Commissaries:

- Vendor Application
- Form W-9 (Internal Revenue Service)
- Copy of Sales Tax Certificate (for each store)
- Copy of a Lease, Deed or Bill of Sale
- RD 1062 Disclosure Authorization Form (for each store)
- ACH Form (for each store)