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)
- □ 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)