

## **Required Documents Checklist**

For a seamless application process, please adhere to the required documents relevant to your application type (corporate -vs- non-corporate and grocers, pharmacy or commissary). Incomplete submissions can result in delays or denial, so it's crucial to collect all necessary documents, ensure they are accurate, and submit them on time. If you have any questions, feel free to contact the Vendor Relations Unit at [wic-vendor.relations@dph.ga.gov](mailto:wic-vendor.relations@dph.ga.gov). Your careful attention to this process will help facilitate a timely review of your application. Thank you for your cooperation.

### **Corporate Grocers:**

- Vendor Application
- Form W-9 (Internal Revenue Service)
- Corporate Attachment Form (3771A); (for each store)
- Corporate Information Form
- Copy of Sales Tax Certificate (for each store)
- Copy of Business License (for each store)
- 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)
- Infant Formula Invoice

### **Non-Corporate Grocers:**

- Vendor Application
- Corporate Information Form
- Form W-9 (Internal Revenue Service)
- Copy of Sales Tax Certificate (for each store)
- Copy of Business License (for each store)
- 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)
- Infant Formula Invoice

### **Pharmacy Vendors:**

- Vendor Application
- Form W-9 (Internal Revenue Service)
- Copy of Sales Tax Certificate (for each store)
- Copy of Business License (for each store)
- Corporate Information Form
- Copy of Pharmacy License (for each store)
- Copy of a Lease, Deed or Bill of Sale
- RD 1062 Disclosure Authorization Form (for each store)
- Infant Formula Invoice

### **Military Commissaries:**

- Vendor Application
- Corporate Attachment Form (3771A); (for each store)
- Corporate Information Form
- 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)
- Infant Formula Invoice