

Instructions for completing the WIC Vendor Sales Information

A. This form serves to document whether an authorized Vendor or an applying Vendor meets the criteria for non-taxable food sales and that the primary business is a retail grocer.

B. Instructions for completion of the form:

- ▶ **Store Name** – Enter the store name
 - ▶ **WIC Vendor Number** – Enter your authorized WIC Vendor Number as it appears on your Vendor stamp.
 - ▶ **SNAP PROGRAM NUMBER** – Enter your SNAP Authorization number.
 - ▶ **Store Address (physical), City, State, Zip Code**
1. **Indicate the time period for information supplied** – Indicate the twelve (12) month period covered by the beginning and ending month and year. If store has not been in business for an entire year, indicate the time period for which information is being supplied. If an applying Vendor, specify a time period used for the estimated sales.
 2. **Food Sales** - Supply amount of all non-taxable food sales, including WIC sales, if applicable, for the last available year. Indicate the dollar amount of sales. If an applying Vendor, estimate anticipated sales.
 3. **Gross Sales** – Supply amount of total sales for store for the last available year. Gross sales include both the taxable and non-taxable sales done by the store, including gas, pharmacy, bait, deli, video rental, etc. However, sales from lottery, money orders and any service offered as commission services (i.e., Ticket Master), fishing/hunting licenses are not to be reported as gross sales. Indicate the dollar amount of sales. If an applying Vendor, estimate anticipated sales.
- ▶ **Name of Person or Firm Supplying Information (please print)** – Self explanatory
 - ▶ **Date** – Month, Day, and Year the form is completed
 - ▶ **Signature** – Signature of person supplying information
 - ▶ **Title** – Title of person or firm supplying information