

Instructions for Additional Store Attachment, Form 1167

Purpose: The additional store attachment is used for retail grocers to submit information to the MSDH WIC Program regarding the additional stores specifically under its corporation that is applying to become an authorized vendor, re-authorizing as a WIC authorized vendor, or adding a location to an existing WIC authorization.

Instructions:

This form should be completed by the store owner or an individual authorized to make decisions on behalf of the store owner. A vendor application must be completed for at least one store. The additional store attachment is used to submit information for additional locations. In each column, enter information for one location.

BUSINESS INFORMATION

- 1) Enter business name as it appears on all official documents
- 2) Enter Federal ID number
- 3) Enter physical business address, including city, county, state, and zip code
- 4) Enter telephone number
- 5) Enter fax number
- 6) Enter email address
- 7) Enter mailing address if it is different from the physical address provided.
- 8) Make only one selection in the drop down list regarding the legal structure of the business. Select from the following: Corporation, Commissary, Limited Liability Corporation, Sole Proprietorship, or Partnership.
- 9) If the business has partners, please enter this information
- 10) If the business is incorporated, enter the date, city, and state of incorporation

PRIMARY CONTACT INFORMATION

- 1) Enter legal first and last name
- 2) Enter social security number
- 3) Enter date of birth
- 4) Enter physical address, including city, state, and zip code
- 5) Enter telephone number
- 6) Enter fax number
- 7) If an additional telephone number exists, enter it in "Other"
- 8) Enter cell phone number
- 9) Enter email address
- 10) Enter mailing address, including city, state, and zip code if it is different from the physical address provided.

STORE INFORMATION

- 1) Enter actual annual food sales from the last complete calendar year
- 2) Enter actual annual food sales from SNAP from the last complete calendar year
- 3) Enter estimated annual food sales from WIC
- 4) Enter actual annual food sales from all other sources (excluding SNAP)
- 5) Enter square footage of the food area only. This excludes any other storage or retail space.
- 6) Enter the number of cash registers. This excludes self- checkouts and departmental checkouts.
- 7) Select yes, no, or pending from the drop down list if the store on this application is SNAP authorized
- 8) Enter SNAP number
- 9) Enter SNAP authorization date
- 10) Select yes or no from the drop down list of the correct option. Provide any additional information as requested for each question.
- 11) Select “This location is open 24 hours a day 7 days a week” or complete the chart from the drop down list.
 - a. For each day of the week the store is open, select a time in the “Open” box and the “Close” box
- 12) Enter the name address, city, state, zip code, phone number, and fax number for the infant formula wholesaler or supplier for this store.
- 13) Enter the name address, city, state, zip code, phone number, and fax number for the primary grocery wholesaler for this store.
- 14) Enter the name address, city, state, zip code, phone number, and fax number for the milk wholesaler for this store.
- 15) If this store plans to provide medical formula, enter the name address, city, state, zip code, phone number, and fax number for the pharmacy wholesaler for this store.

PROCESS FOR FOOD SALES TRANSACTIONS

- 1) Select yes or no from the drop down list for the correct option.
- 2) List all forms of payment that this store will be accepting. Ex: Cash, EBT, Debit, Credit, and/ or Checks.
- 3) Select from the drop down list of what best describes the POS system this store uses.
- 4) If you selected an “integrated” POS system
 - a. Enter the name of the company your WIC integrated software came or will come from
 - b. Enter the name of the entity that processes or will process WIC reimbursements

Office Mechanics and Filing:

The applications will be filed at the WIC Central Office.

Retention Period:

The submitted applications will be kept on file for a period no less than 3 years.