



1000 Potato Roll Lane • Chambersburg, PA 17202-8897 • 1-800-548-1200 • www.potatorolls.com

Martin's Donation Process

At Martin's, we donate our product to registered 501c3 nonprofit organizations for an event they are having. Each donation request will be submitted to the Company President. If the request is approved, Martin's will deliver the product to your organization the day before the event. We ask that the organization purchases the product from Martin's. After the delivery of product and payment is received, Martin's will issue a reimbursement check to the organization for the exact cost of the product.

Please submit requests 14 business days before the event date to allow time for review. The request can be emailed to corporatedonations@potatorolls.com or mailed to:

Martins Famous Pastry Shoppe, Inc.
ATTN: Corporate Donations Department
1000 Potato Roll Lane
Chambersburg, PA 17202

Please include the following when submitting a request:

- Completed Donation Request Form*
- Copy of organization's IRS Determination Letter
- Completed W-9 tax form (blank W-9 tax form found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Contact information for the request (name, phone number and email)

*Please note, there is a two tray minimum requirement on all requests.

If requesting a sponsorship, please email sponsorship information as well as items listed in bullet 2-4 above to corporatedonations@potatorolls.com.

A member of the Corporate Donations Department will reach out within 7 days of the request submission to notify the organization of the request status. We are unable to guarantee all donation requests. We appreciate your patience and understanding throughout this process.

Please visit our website, potatorolls.com, to learn more about our product.

Thank you!
Martin's Corporate Donations Department

THE TASTE IS GOLDEN®



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Donation Request Info Sheet

GENERAL INFORMATION

Martin's donates product to events held by **Non-Profit 501(c)(3) organizations**. If approved by the Company President, Martin's will deliver the product to your organization the day before the event. Martin's asks that the organization purchases the product from Martin's, allowing the route salespersons to receive payment for the delivery. After the delivery of product and payment is received, Martin's will issue a reimbursement check to the organization for the exact cost of the product that your organization paid.

This form should be completed either electronically and emailed to Sarah at corporatedonations@potatorolls.com or printed and mailed in to Martin's Chambersburg address. This form cannot be submitted online. Requests should be submitted at least 14 business days in advance of an event to allow time for review. We are unable to guarantee all donation requests. We appreciate your patience and understanding throughout this process.

Today's Date: _____

ORGANIZATION INFORMATION

Name of Organization: _____

Organization Street Address: _____

Organization City/State/Zip Code: _____

Organization and/or Event Website: _____

Has the organization received a donation from Martin's before? (Yes or No): _____

Organization's EIN #: _____

Please include a copy of your organizations **IRS Determination letter** and **W-9 tax form** for our accounting team when you submit this form. A blank W-9 tax form can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

CONTACT INFORMATION

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

How did you hear about Martin's? _____

EVENT INFORMATION

Event Name: _____

Event Date: _____

Explanation of Event:

Please attach any flyers, brochures, or letters relating to the event to your info sheet

Place of Product Delivery: _____

Delivery Street Address: _____

Delivery City/State/Zip Code: _____

NOTE: We are unable to deliver to a residential address or a store where we sell our product.

Requested Date of Delivery: _____

Items Needed:	Quantity (# of rolls/bread slices)	Type of Product

Notes: _____

Remember when you submit this form to attach the IRS Determination letter, W-9 tax form and any flyers or info regarding the event

THE TASTE IS GOLDEN®

W-9

Form
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
<input type="checkbox"/> Other (see instructions) ► _____	(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.