

Hunters Sharing the Harvest

3 Step Process for Registration & Reimbursement

Please read carefully AND FILL OUT COMPLETELY. We urge you to call 1-866-474-2141 or email jwp@sharedeer.org if you have any questions. HSH needs your participation. We look forward to working with you. **If you are renewing FROM LAST SEASON USE THE AGREEMENT RENEWAL FORM please make sure there are no changes on any forms or information from last season. If any changes or if in doubt - fill out the long form.**

STEP ONE - GET APPROVED!

1. **Fill out and sign the Processor Agreement Form** and email it, or mail back ASAP.
2. **Deadline is SEPTEMBER 15, 2020.**
3. **Fill out Form W-9** If you are **registering for the first time** or have made changes in your business name, address and/or Federal Identification Number (either an EIN# or Social Security number) is needed. Please fill it out completely and include it with your AGREEMENT Form or Renewal Form. Forms are available at www.sharedeer.org/resources - Participating Meat Processor Application
4. **SWIF Form (State Workers Insurance Fund)** If you have employees and pay workers compensation for them, please fill out and return this form with a copy of your insurance certificate. If you are a Sole Proprietor without employees you are not required to carry workers compensation insurance. Just fill out the form, write **"NO EMPLOYEES"** and return to us. If you didn't have employees last year and do this year, we will need the form filled out and a copy of the insurance certificate.
5. **Necessary Forms, Supplies and Receipts** Once approved, you will be sent a supply of HSH Donor Receipts, Reimbursement Forms and Meat Bags. If you think you need extra please let us know.

STEP TWO - GET DEER DONOR RECEIPT SIGNED and clearly legible.

The deer donor receipt is a three-part form filled out by the hunter donating the deer, or a portion of the deer. One copy is for the hunter; one copy is sent with the HSH Reimbursement Form for payment; and one copy is kept for your records. **PLEASE NOTE! You will not get reimbursed without a "legible" copy of a donor receipt included for EACH deer processed. These must be returned with your Reimbursement Form in order for payment to be made.**

For example: If you are requesting reimbursement for 10 processed deer, be sure there are 10 deer donor receipts signed by either a PGC representative or by the hunter donating the deer or meat with the reimbursement form.

IMPORTANT: Information on the donor receipt needs to be complete and able to be read (name, address, email, type of tag used for harvesting the deer etc.) These forms are the only method of tracking the meat and our way to follow up with a thank letter and HSH Donor Decal to the hunter for donating the deer!

STEP THREE - GET PAID!

This two-part form supplied by HSH is the only form that HSH will accept for your reimbursement along with deer donor receipts of donated venison. Must include: Processor Reimbursement Form with copy(copies) of donor receipt per deer donated and Charitable Organization and Contact receiving the ground venison and mail to: **Hunters Sharing the Harvest, 6780 Hickory Lane, Harrisburg, PA 17112**

Deadline for reimbursement payments for the 2020-2021 season is April 1, 2021

ORDER BAGS & SUPPLIES: Donor receipts, additional forms, meat bags, promotional banners and materials are available by calling the HSH office at 717-545-1188, ordering online at www.sharedeer.org/resources/ or by emailing jwp@sharedeer.org. Regarding our NRA-sponsored meat bags, we suggest using the 1 and 2 lbs bag if serving mostly needy families and smaller local food banks or food assistance operations.