

Hunters Sharing the Harvest Convenient 3 Step Process

Please read carefully AND FILL OUT COMPLETELY. We urge you to call **866-474-2141** or email randy@sharedeer.org if you have any questions. HSH needs your participation. We look forward to working with you.

STEP ONE - GET APPROVED!

1. **Fill out and sign the Processor Agreement Form (or Renewal Form)** and email it, or mail back ASAP.
2. **Fill out Form W-9** Please fill it out completely and include it with your **Agreement or Renewal** form. **This form must be completed annually.**
3. **PA Workers Compensation Compliance Form** 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. **This form needs completed only if we do not have one on file or if there are changes from the form on file.**
4. **Please submit all materials by September 15, 2022** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags.

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

The deer donor receipt is a three-part form filled out by you or the hunter donating 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 be 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 donor receipts signed by the hunter or State Game Warden donating the deer with the reimbursement form.

IMPORTANT: Information on the donor receipt needs to be complete and clearly legible (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 you letter and HSH Donor Decal to the hunter for donating the deer!

STEP THREE - GET PAID!

The two-part reimbursement form supplied by HSH is the only form that HSH will accept for reimbursement along with deer donor receipts of donated venison. Must include: Processor Reimbursement Form with copies of donor receipt(s) for EACH deer donated and charitable organization and contact receiving the ground venison. Mail to: **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125**

Deadline for reimbursement payments for the 2022-2023 season is April 1, 2023.

ADDITIONAL BAGS & SUPPLIES: Additional donor receipts, forms, meat bags, shop banners and materials are available by calling the HSH office at 866-474-2141, ordering online at www.sharedeer.org/resources/ or by emailing randy@sharedeer.org. Regarding our NRA-sponsored meat bags, please use the 1 and 2 lb. bags. **We are phasing out the 5lb bags due to costs and increased demand for 1lb and 2lb bags from the food banks.** If you cannot use 1# or 2# bags, please call Randy Ferguson at 866-474-2141 to discuss options.