



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

218 Vernon Road,
Greenville, PA 16125
1-866-474-2141

August 2023

Dear HSH Participating Processors:

Please accept our sincere thanks for yet another outstanding year for HSH during the 2022-23 hunting season! A record-breaking and **nation-leading** 235,532 pounds of venison were processed from 6,201 deer! That's a nearly 25% increase over our previous record! As the lifeblood of our mission, give yourselves a collective pat on the back for a job well done!

A couple important notes about the attached annual processor renewal and documentation request materials:

- The Commonwealth and the IRS require HSH be able to confirm the complete accuracy of participating processors' information if requested and to protect public health and safety. **You can use the processor renewal form option (attached) that will lessen the amount of paperwork required as long as we have all required documents from last year's packet and that no information has changed.** You MUST complete a new W-9 every year. Our accountants and the IRS require it. If **anything** has changed relative to your PA Workers Compensation Insurance Compliance Form you must complete a new one. If we do not have a copy of your USDA or Pa. Dept. of Ag. Custom Deer Processor license/certificate, you will need to furnish one or complete and return the attached Custom Deer Processor Application.
- You'll notice the addition of buck and doe checkoffs on this year's donor receipts. Please make sure the hunter indicates **both** the **method of take** **and** the **sex** of the deer on his or her receipt.
- Stickers are available for processors who do not have the equipment to put ground venison in HSH-provided chub bags. If you need stickers, please indicate it on the enclosed renewal form and I'll follow up with you.
- Please note the changes to the PGC's rules on transporting deer from DMAs, the Established Area (EA) and across state lines this year, as detailed in a letter and CWD Protocol I mailed to you earlier this month. You will need to be able to comply with the protocol **and** be on the PGC's list of cooperating processors in order to accept donated deer from DMAs or out-of-state. If you're not on the approved processor list, or you don't have sufficient freezer space to hold quarantined venison awaiting test results, you can opt-out of accepting donated deer from these areas. Just let me know so we can note it on the website.
- **HSH participating processors cannot accept additional compensation for the processing of donated deer from any other sources but HSH.** In other words, you can't "double-dip" by accepting payment from HSH in addition to the hunter or any other entity without an agreement signed by all parties. While that should be common-sense to most reasonable people, you will need to acknowledge and agree to this on the annual agreement/renewal form starting this year.

Thanks once again for all you do on behalf of the food insecure in Pennsylvania!

Best regards,

Randy K. Ferguson
Executive Director



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Participating Deer Processors Registration 2023-2024 Hunting Season

HSB PARTICIPATING PROCESSORS HELPED US DISTRIBUTE A RECORD-BREAKING AND NATION-LEADING 235,532 POUNDS OF VENISON LAST SEASON!

It's time to complete your annual HSH DEER PROCESSOR AGREEMENT with Hunters Sharing the Harvest for the 2023-2024 season.

To Renew For 2023-2024 Season

If **nothing** has changed since last year's agreement, you can complete the attached Processor Renewal Agreement and return it. We DO need a new W-9 completed every year. Please complete the attached W-9 and return it with your renewal. If **anything** has changed on your agreement, your Workers Compensation Insurance Compliance Form, or if we do not have a copy of your USDA or Pa. Dept. of Ag license/certification, you will need to complete and return those items, so I have everything on file with accurate information. The integrity of the HSH venison charitable donation program is our highest priority and our records are completely transparent. We will send you the necessary reimbursement form, deer donor receipts, banner and supplies as requested on your renewal form. When approved, you will be added to the 2023-24 list of participating processors published on our website and in our information packets.

For New First-Time Processors

If you would like to join our team, please fill out and mail or email randy@sharedeer.org the 2023 Participating Processor Agreement forms found in this packet or on the website at [www.sharedeer.org/resources/Participating Meat Processor Agreement](http://www.sharedeer.org/resources/Participating%20Meat%20Processor%20Agreement). Everything you need to get registered and become part of the HSH processor network is included in this packet and available ready to download and print on our website. You can also call toll free 866-474-2141 or contact an HSH county coordinator in your area listed on the website at <https://www.sharedeer.org/area-coordinators/> for more information.

Agreements must be received by September 24, 2023

Partial Deer Donations

If a hunter wants to keep a portion of their deer, they must pay you for the processing and that deer cannot be included on your reimbursement form because it was paid for by the hunter. This is the only way for HSH to control our costs when donors keep part of their deer. Our reimbursement agreement is negotiated at a whole deer rate. We have no mechanism to reimburse for partial deer. If you or a deer donor have any questions, please feel free to contact HSH at 866-474-2141 or email randy@sharedeer.org.

Reminder about deer processor inspection/registration for HSH purposes

As a participant in Hunters for Sharing the Harvest, your deer processing establishment must be compliant with federal and/or state laws. If your processing establishment is already approved and inspected by USDA or PDA and those same processing facilities are used for custom deer processing, you are considered compliant. We just need a copy of your inspection/certification on-file. Only facilities not inspected by USDA or PDA and who are providing custom deer processing services require registration and inspection by PDA via the Custom Deer Processor Certification.

If you need a Custom Deer Processor application please contact me directly at 866-474-2141 or randy@sharedeer.org. The registration application and inspection requirements were specifically developed between HSH and the Pa. Dept. of Ag. (PDA). Our goal is to minimize any inconvenience and make registration easy and affordable, while ensuring uniform food safety criteria and quality control in the future. The integrity of the HSH venison charity is a foremost concern. This is a state requirement that will yield positive benefits for you as a processor and ultimately the consumers receiving food assistance.

The CDP certification costs only \$35.

When completed, mail your CDP Application to your regional PDA office as directed on the cover letter of the application. Do not mail to HSH! Do not send payment at the time of application.

Here's to another great year. We sincerely appreciate the vital role you play in allowing us to fulfill our mission to feed the hungry in Pennsylvania.



Randy K. Ferguson, Executive Director
Hunters Sharing the Harvest

HUNTERS SHARING THE HARVEST

2023-24 PARTICIPATING MEAT PROCESSOR AGREEMENT RENEWAL

BUSINESS NAME _____

ADDRESS _____

CONTACT PERSON _____

PHONE _____ COUNTY _____

*By signing this form, I affirm that all information from last season's signed HSH agreement is current and that all the conditions bulleted below have been met. If not, I agree to send the necessary paperwork to renew in good standing by downloading the forms from www.sharedeer.org/resources or requesting them from headquarters, and mailing them to **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125** or emailing to info@sharedeer.org.*

- There are no changes to information on the HSH Agreements from last season (incl. business/contact name, address, phone/fax, email, reimbursement rate, etc).
- There are no changes to our Workers Compensation Compliance requirements.
- I have a current PA Dept. of Agriculture Deer Processing Inspection certificate, Retail Processing Certificate or USDA inspection with adequate freezer and/or cold storage space.
- I agree to have the hunter fill out a Donor Receipt for EACH deer and include a copy with my Reimbursement Form.
- I have enclosed my completed W-9 as required annually.
- **NEW:** I agree that HSH is my **only source of compensation for donated deer**. I will accept **no additional compensation** for processing of donated deer from the hunter or any other individual or entity without a written agreement signed by both parties.
- **NEW:** I have reviewed and will comply with HSH's **CWD Protocol**. If I cannot meet the requirements, I will opt-out of accepting donated deer from DMAs, the EA or out-of-state by contacting Randy Ferguson at 866-474-2141 or randy@sharedeer.org.

REQUEST FOR MATERIALS:

____ I need HSH Promotional Brochures/Literature. List quantity needed: _____

____ I need HSH Meat Bags: List quantity needed: 1 lb. _____ 2 lb. _____ 5 lb. (limited supply) _____

____ I need HSH Donor Receipts. List quantity needed: _____

____ I can't use chub bags, but will use HSH-provided stickers instead. Randy will contact me.

SIGNATURE _____ PRINT NAME _____

DATE _____

ALL AGREEMENTS MUST BE RECEIVED BY SEPTEMBER 24, 2023

HUNTERS SHARING THE HARVEST

218 Vernon Road, Greenville, PA 16125 • www.sharedeer.org
Ph: 1-866-HSH-2141 Email: info@sharedeer.org



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. <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 <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. <input type="checkbox"/> Other (see instructions) ▶ _____
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code	
7 List account number(s) here (optional)	
Requester's name and address (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											
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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 ▶
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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-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.