



Fertilizer Tonnage Instructions

PLEASE READ BEFORE COMPLETEING THE TONNAGE FORM

Firm Information

- Firm Name: EXACT name that was listed on your 2015 registration form (name on label)
- Address: EXACT address that was listed on your 2015 registration form (address on label)
- Mailing Address: for the firm (if same as "address on label" leave blank)
- Contact: Person's first and last name
- Title: Contact's position with the company
- Phone: Phone number of firm
- Email: Contact's email
- Website: Firm's website

Due Date:
In our office by the close
of business
July 30th, 2015
Post marked envelopes
will not be accepted

Registrant Information

If the firm is responsible for this tonnage form please leave this section blank. If this section is filled out all of the corresponding documents will go to this company/contact.

- Company Name: Company responsible for filling and reporting tonnage
- Mailing Address: for all documents to be mailed to
- Contact: Person's first and last name
- Title: Contact's position with the company
- Phone: Phone number of registrant
- Email: Email of registrant
- Website: Registrant's website (if available)

Correspondence Delivery Method

- Please check only one "Electronic" or "Mail"
- Electronic will allow you to receive a faster return.

Tonnage Reporting Product List (excel sheet)

- Double click the paper clip to open excel file
- EACH product that you registered MUST be listed even if a product was not distributed during the reporting period
- Product name MUST match the product name on the registration form
- N-P-K: List if applicable
- Fertilizer Code: UFTRS Code (see code list)
- County Code: 3 = New Castle, 1 = Kent, 5 = Sussex
- Form: Bag, Bulk, Liquid
- Use: F = Farm, NF = Non-Farm, G = Golf Course, L = Lawn
- Under 10 Pounds: List your totals for products sold ONLY in packages 10 lbs or less
- Over 10 Pounds: List your totals for products sold in packages over 10 lbs and under & over 10 lbs
- Once filled out completely please print and include with the registration form

Inspection Fees

- Products sold in packages over 10 pounds are to pay \$0.10 per ton
 - Please list totals next to Over 10lbs only
 - Products sold in packages 10 pounds and under do not pay a tonnage fee **but must report their tonnage**
 - Please list totals next to 10lbs & under only
 - Products sold in packages under and over 10 pounds are to pay \$0.10 per ton
 - Please list totals next to over 10lbs only
- *If the total reaches 1 ton DO NOT place anything under total pounds for that weight class***
- The total due will be calculated automatically – all fees must be paid no matter the dollar amount
 - Please make checks payable to: Delaware Department of Agriculture

Submitted By & Signature

- The person responsible for filling out the Tonnage Reporting Form. If the form is not signed it will be returned and could face a late fee.

Submitting Information

DO NOT FAX

- Delaware Department of Agriculture
- Attn: Fertilizer Tonnage
- 2320 S. DuPont Hwy
- Dover, DE 19901

**Google Chrome will not allow
you to open the file.
Please use another browser.**

Tonnage Questions Contact:

Jennifer Marsh
302-698-4524

Jennifer.Marsh@state.de.us



FERTILIZERS AND SOIL CONDITIONERS
TONNAGE REPORTING FORM

Reporting Period
01/01/15 to 06/30/15

Delaware Department of Agriculture

Firm Information: (exact information of the company listed on the 2015 registration form)

Firm Name:
Address On Label:
Mailing Address:
Contact: Title: Phone:
Email: Website:

Registrant Information: (outside party submitting/completing tonnage form)

Company Name:
Mailing Address:
Contact: Title: Phone:
Email: Website:

Correspondence Delivery Method

Please check the appropriate box below for delivery of approved tonnage forms, notices, and other tonnage information.

Electronic to email address above

Mail to address above

Tonnage Reporting Product List

Click the paper clip to input your product list

Table with 5 columns: Total Pounds, Total Tons, Fee, Totals, and Please make checks payable to: Delaware Department of Agriculture. Includes rows for 10lbs & under only, Over 10lbs only, and Total Due.

The following report is a true statement of all the FERTILIZERS & SOIL CONDITIONERS distributed by this firm in the STATE OF DELAWARE for the semi-annual period of JANUARY 1, 2015 to JUNE 30, 2015 required by the Delaware Commercial Fertilizers and Soil Conditioners Law.

Submitted by Signature

Return Form, Product List, and Payment to:

Delaware Department of Agriculture
Attn: Fertilizer Tonnage
2320 S. DuPont Highway
Dover, DE 19901
DO NOT FAX

Please do not write below this line

CERTIFICATE OF APPROVAL

Date Processed:

Total Fee Paid: \$

Check #:

Agriculture Compliance Officer