



Lime Tonnage Instructions

PLEASE READ BEFORE COMPLETEING THE TONNAGE FORM

A Completed Tonnage Form Must be Submitted, even if No Sales are Being Reported

Due Date

Completed tonnage forms are due in our office on or before **July 30th, 2016** *Post marked envelopes will not be accepted*

Late Fee

On August 1st, 2016 a late fee of \$10 or 10% of the total tonnage tax owed, whichever is greater, will be applied. The late fee will increase on the first of every month that the tonnage form is not submitted. A lien will be placed against the registration for the amount owed, including surcharges.

How to Complete the Tonnage Form by Section

Please use the fillable form feature and **type** the information onto the tonnage form per firm. **Do not combine firms onto one form.**

Firm Information: This section is for the company listed on the product label **ONLY** and must match the Firm name listed on the 2015-2016 registration form.

Registrant Information: This section is for an outside party or parent company with a different name than what is listed on the product label/firm section submitting the tonnage form and is responsible for all correspondence. If this section is completed all tonnage documents will go to this company **ONLY**.

Correspondence Delivery Method: Please check how the approved tonnage form will be delivered. If submitting a zero tonnage report or no box is checked, the approved tonnage form will be sent via email.

Tonnage Reporting Product List:

- Click on the paper clip located on the tonnage form. If the paper clip will not open please email Jennifer.Marsh@state.de.us for a copy of the excel file.
- **EACH product that is registered for 2015-2016 MUST be listed on the form provided even if reporting zero**
- Product name **MUST** match the product name on the registration form
- CaO%, MgO%, and Type of Lime: List if applicable
- County Code: **3** = New Castle, **1** = Kent, **5** = Sussex
- Form: **Bag, Bulk, Liquid**
- Use: **F** = Farm, **NF** = Non-Farm, **G** = Golf Course, **L** = Lawn
- Total Pounds: List if under 1 ton
- Total Tons: List once the distribution amount reaches 1 ton

Tonnage Questions Contact:

Jennifer Marsh
302-698-4524

Jennifer.Marsh@state.de.us

Inspection Fees

- \$0.05 a Ton
 - You do not pay the \$0.05 fee until the total distributed reaches 1 ton(\$0.05)
- 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

Submitting the Tonnage Form Options ***DO NOT FAX***

Option 1: If fee is owed

What needs to be submitted:

1. Completed Tonnage Form
2. Completed Tonnage Reporting Product List
3. Check for tonnage fee made payable to
Delaware Department of Agriculture
4. Mail to:
 - Delaware Department of Agriculture
Attn: Lime Tonnage
2320 S. DuPont Highway
Dover, DE 19901

Option 2: If no fee is owed

What needs to be submitted:

1. Completed Tonnage Form
2. Completed Tonnage Reporting Product List
3. Email to:
 - Jennifer.Marsh@state.de.us
4. Email subject must contain firm name
 - Example:
Firm Name – Lime Tonnage



Reporting Period
01/01/16 to 06/30/16

**LIMING MATERIALS
TONNAGE REPORTING FORM**

Delaware Department of Agriculture

Firm Information: (Company listed as "firm" on the 2015-2016 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 paper clip to input product list

If paper clip does not work please email Jennifer.Marsh@state.de.us

Inspection Fees			
Total Pounds	Total Tons	Fee	Totals
		x \$0.05 =	
Total Due:			

Please make checks payable to:
Delaware Department of Agriculture

The following report is a true statement of all the Liming Materials distributed by this firm in the STATE OF DELAWARE for the semi-annual period of **January 1, 2016 to June 30, 2016** required by the Delaware Liming Materials Law.

Submitted by _____ **Signature** _____

Return Form, Product List, and Payment to:

Delaware Department of Agriculture
Attn: Lime 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