



Fertilizer Tonnage Instructions

PLEASE READ BEFORE COMPLETEING THE TONNAGE FORM

A Completed Tonnage Form Per Firm 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: The company listed on the product label **ONLY** and must match the Firm name listed on the 2016 registration form.

Registrant Information: Outside party or parent company 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: 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 (excel sheet) **Must be fully completed.**

- 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 was registered in 2016 MUST be listed even if you are reporting zero**
- Product name **MUST** match the product name on the 2016 registration form
- N-P-K: List if applicable
- Fertilizer Code: UFTRS Code (see code list on our website)
- County Code: **3** = New Castle, **1** = Kent, **5** = Sussex
- Form: **Bag, Bulk, or Liquid**
- Use: **F** = Farm, **NF** = Non-Farm, **G** = Golf Course, **L** = Lawn, **H**=Hydro, **IN**=Indoor Fertilizer
- Under 10 Pounds
 - For products available 10 pounds and under **ONLY**
- Over 10 Pounds
 - For products available over 10 pounds & products available **BOTH** under and over 10 pounds
 - If a ton is not reached for a product please list the total pounds (if applicable)
 - If a ton is reached please list amount under the Ton Column only (*do not complete the pounds section*)

Tonnage Questions Contact:

Jennifer Marsh
302-698-4524

Jennifer.Marsh@state.de.us

Inspection Fees

- Transfer the totals from the Tonnage Reporting Product List to the registration form Fee will be calculated
- \$0.10 a Ton tonnage fee – all fees must be paid no matter the dollar amount
 - Products available over 10 pounds & products available **BOTH** under and over 10 pounds
- Products available in 10 pounds and under only do not pay a tonnage fee but still need to be reported

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: Fertilizer 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 – Fertilizer Tonnage



FERTILIZERS AND SOIL CONDITIONERS
TONNAGE REPORTING FORM

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

Delaware Department of Agriculture

Firm Information: (Company listed as "firm" on the 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 form.

Electronic to email address above

Mail to address above

Tonnage Reporting Product List

Click the paper clip to input your product list
If paper clip does not work please email Jennifer.Marsh@state.de.us

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, 2016 to June 30, 2016 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