



2018 January to June Commercial Fertilizer & Soil Conditioners Tonnage Submission Instructions

Please Read the Instructions BEFORE Completing the January – June 2018 Tonnage

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

Late Fee

On *September 1, 2018* 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.**

Company/Firm Information

Do not enter outside registrant information in this section.

- Exact information that is on the product label.
- If you do not use a **Registrant** (see definition below) please put all contact and mailing information in this section **only**.

Registrant Information

- Company/Person other than the company listed on the product label that is responsible for submitting registration
- **Proof of Registration will be mailed to the Registrant mailing address if this section is filled out.**

Product List

EACH product that was registered for 2018 MUST be listed even if you are reporting zero

- Product name **MUST** match the product name on the 2018 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*)

Please use the fillable PDF feature and type in all needed Tonnage information.

If the instructions are not followed the tonnage submission may be denied and sent back and a hold placed on your 2019 Registration.

Tonnage Questions:
Ese Jessa
302-698-4524
Ese.Jessa@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

Option 1: If Fee is Owed

- **What needs to be submitted:**
 - Completed Tonnage Form
 - Completed Tonnage Product List

Payment Options

- **If paying by credit card please visit the payment link below:**
<https://www.velocitypayment.com/client/delaware/agriculture/agriculture/index.htm>
 - If paying via credit card please **email Tonnage Form, Product List and payment receipt** to Ese.Jessa@state.de.us
- **Please make checks payable to:**
 - Delaware Department of Agriculture
 - Include a paper copy of the Tonnage Form with the check
 - Mail USB, Registration Form and check to:
 - Delaware Department of Agriculture
Attn: Agriculture Compliance Section
2310 South DuPont Highway, Dover, DE 19901

Option 2: If No Fee is Owed

- **What needs to be submitted:**
 - Completed Tonnage Form

Payment Options For Late Fees after September 1, 2018

- **If paying by credit card please visit the payment link below:**
<https://www.velocitypayment.com/client/delaware/agriculture/agriculture/index.htm>
 - If paying via credit card please **email Tonnage Form and payment receipt** to Ese.Jessa@state.de.us
- **If paying by check, please make checks payable to:**
 - Delaware Department of Agriculture
 - Include a paper copy of the Tonnage Form with the check
 - Mail to:
 - Delaware Department of Agriculture
Attn: Agriculture Compliance Section
2310 South DuPont Highway, Dover, DE 19901



STATE OF DELAWARE
DEPARTMENT OF AGRICULTURE
 AGRICULTURE COMPLIANCE SECTION
 2310 South DuPont Highway
 DOVER, DELAWARE 19901

2018 January to June Commercial Fertilizer & Soil Conditioners Tonnage Reporting Form

Company/Firm Information: (Exact information of the company listed on the product label)

Company/Firm Name: _____
 Mailing Address: _____ City: _____
 State: _____ Zip Code: _____ Country: _____ Phone: _____
 Contact Name: _____ Email: _____

Registrant Information: (Company, C/O, Person submitting Registration on behalf of Company. **Proof of Registration will be delivered to this address if filled**)

Registrant/Company Name: _____
 Mailing Address: _____ City: _____
 State: _____ Zip Code: _____ Country: _____ Phone: _____
 Contact Name: _____ Email: _____



Proof of Registration Delivery Method

Email Mail

Tonnage Reporting Product List

Please visit our website at <https://agriculture.delaware.gov/agriculture-compliance/> or email Ese Jessa at Ese.Jessa@state.de.us for a copy of the excel file. No other format will be accepted

Registration Fees				
Products Available	Total Pounds	Total Tons	Fee	Totals
10 lbs. and under only			No Fee Owed	
Over 10 lbs. only			x \$0.10	
			Total Due:	

**Please make checks payable to:
 Delaware Department of Agriculture**

****DO NOT FAX****

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, 2018 to June 30, 2018 required by the Delaware Commercial Fertilizers and Soil Conditioners Law.

 Authorized Representative (Please Print)

 Signature

 Date (mm/dd/yyyy)

Office Use Only

CERTIFICATE OF APPROVAL

Date Processed: _____
 Check 1: _____ Check 1: \$ _____
 Check 2: _____ Check 2: \$ _____
 Credit Card Payment? Yes No Payment Amt \$ _____
 Credit Applied? Yes No Payment Amt \$ _____

Approved By Signature: _____