



2023 July to December Commercial Mixing Facility Tonnage Submission Instructions

Please Read the Instructions **BEFORE completing the 2023 July to December Tonnage**

A Completed Tonnage Form per firm **must be** submitted, **even if "ZERO TONNAGE" is being reported.**

Late Fee

On February 1, 2024 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 future product registrations 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 2023 MUST be listed on the Excel Sheet ONLY if you report tonnage sold.

- Product name **MUST** match the product name on the 2023 registration form
- N-P-K: List if applicable
- Fertilizer Code: UFTRS Code (see code list on our website)
- County Code: **1** = Kent, **3** = New Castle, **5** = Sussex
- Form: **Bag, Bulk, or Liquid**
- Use: **1** - Farm, **2** - Non-Farm, **3** - Golf/Athletic Field, **4** - Garden/Landscape, **5** - Potting/Planting Soil, **6** - Nursery/Greenhouse
- Under 10 Pounds
 - For products available 10 pounds and under **ONLY**
- Over 10 Pounds
 - For products available over 10 pounds

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 2024 Registration.

Tonnage Questions:

Call: 302-698-4524

Email:

DDA_AgCompliance@delaware.gov

Inspection Fees

- Transfer the totals from the Tonnage Reporting Product List to the registration form. Fee will be calculated
- \$0.20 a Ton tonnage fee – all fees must be paid no matter the dollar amount

Option 1: If Tonnage Fee is Owed AND/OR Late Fees After February 1, 2024

- What needs to be submitted:
 - Completed Tonnage Form
 - Completed Tonnage Product List (Excel Sheet)

Payment Options For Tonnage Fees Owed AND/OR Late Fees After February 1, 2024

- If paying by credit card please visit the payment link below:
<https://www.velocitypayment.com/client/delaware/agriculture/agriculture/index.htm> **Note: Put 00 for Invoice Number**
 - If paying via credit card please **email Tonnage Form, Product List and payment receipt** to DDA_AgCompliance@delaware.gov
- Please make checks payable to:
 - Delaware Department of Agriculture
 - Include a paper copy of the Tonnage Reporting Form with check
 - Mail Tonnage Reporting Form and check to:
 - Delaware Department of Agriculture
Attn: Agriculture Compliance Section
2310 South DuPont Highway, Dover, DE 19901

Option 2: If No Tonnage Fee is Owed

- What needs to be submitted:
 - Completed Tonnage Form
 - Please fill out and email forms to DDA_AgCompliance@delaware.gov
 - Tonnage Form can be filled out on the computer
 - A signature is not required
 - Authorized Rep just needs to type their name



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

2023 July to December Commercial Mixing Facility Tonnage Reporting Form

Mixing Facility: (Facility Name and Location)

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: _____



Tonnage Report Delivery Method

Email

Mail

Tonnage Reporting Product List

Please visit our website at <https://agriculture.delaware.gov/agriculture-compliance/>.

The pdf Tonnage SubmissionForm and Excel Product List will be available online OR email Ag Compliance at DDA_AgCompliance@delaware.gov for a copy of the forms. No other format will be accepted.

Registration Fees				Please make checks payable to: Delaware Department of Agriculture <u>**DO NOT FAX**</u>
Products Available	Total Tons	Fee	Totals	
10 lbs. and under only/Exempt		No Fee	No Fee Owed	
Over 10 lbs. only		x \$0.20		
Please convert pounds to tons. For example 500 LBS = 0.25 Tons		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 July 1, 2023 to December 31, 2023 required by the Delaware Commercial Fertilizers and Soil Conditioners Law.

Authorized Representative (**Please Type Your Name**)

Date (mm/dd/yyyy)

Office Use Only

CERTIFICATE OF APPROVAL

Date: Processed: _____

Check Payment? Yes No \$ _____

Check Number: _____

CC Payment? Yes No \$ _____

Credit Applied? Yes No \$ _____

Approved By Signature: _____