



## 2024 January to June Commercial Liming Materials Tonnage Submission Instructions

**Please Read the Instructions Before Completing the 2024 January to June Tonnage**

A Completed Tonnage Form per firm **must be** submitted, *even if No Sales are being reported*

### Late Fee

On *August 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 July 1, 2023 - June 30, 2024 MUST be listed ONLY if you owe tonnage.**

- Product name **MUST** match the product name on the registration form
- CaO%, MgO%, and Type of Lime: List if applicable
- County Code: **1** = Kent, **3** = New Castle, **5** = Sussex
- Form: **Bag, Bulk, Liquid**
- Use: **1** - Farm, **2** - Non-Farm, **3** - Golf, Athletic Field, **4** - Garden/Landscape, **5** - Potting/Planting Soil, **6** - Nursery/Greenhouse
- Total Tons: **Please convert pounds to tons. For example 500 LBS = 0.25 Tons**

**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](mailto:DDA_AgCompliance@delaware.gov)

### Inspection Fees

- \$0.05 a Ton
- The total due will be calculated automatically – *all fees must be paid no matter the dollar amount*

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

• **What needs to be submitted:**

- Completed Tonnage Form
- Completed Tonnage Product List

#### Payment Options For Tonnage Fees Owed AND/OR Late Fees After August 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](mailto: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](mailto: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

**2024 January to June Commercial Liming Materials 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: \_\_\_\_\_



Tonnage Approval 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](mailto:DDA_AgCompliance@delaware.gov) for a copy of the forms. No other format will be accepted.

Total Tons	Fee	Totals	<b>Please make checks payable to:</b> <b>Delaware Department of Agriculture</b> <b><u>**DO NOT FAX**</u></b>
	x \$0.05		
	<b>Total Due:</b>		

**Please convert pounds to tons. For example 500 LBS = 0.25 Tons**

**Tonnage Reporting Product List**

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, 2024 to June 30, 2024 required by the Delaware Commercial Liming Materials 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: \_\_\_\_\_