

2025 January to June Commercial Fertilizer & Soil Conditioners Tonnage Submission Instructions

Please Read the Instructions **BEFORE** Completing the 2025 Jan-June Tonnage

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

Late Fee

On <u>August 1, 2025</u> 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 <u>first of every month</u> 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 **<u>Registrant</u>** (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 2025 MUST be listed on the Excel sheet ONLY if you report tonnage sold.

- Product name MUST match the product name on the 2025 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
- Total tons for products available 10 pounds and under
- Total tons for products available over 10 pounds

If the instructions are not followed the tonnage submission may be denied and sent back and a hold placed on your 2026 Registration.

Please use the fillable

PDF feature and type in

all needed Tonnage

information.

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
- \$0.25 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 August 1, 2025

- 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 August 1, 2025

• 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 <u>email Tonnage Form, Product List and</u> <u>payment receipt</u> to <u>DDA_AgCompliance@delaware.gov</u>
- Please make checks payable to:
 - Delaware Department of Agriculture
 - Include a paper copy of the Tonnage Form with the check
 - Mail Registration 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
 - O Tonnage Form can be filled out on the computer
 - A signature is not required
 - Authorized Rep just needs to type their name



DEPARTMENT OF AGRICULTURE

AGRICULTURE COMPLIANCE SECTION 2310 South DuPont Highway DOVER, DELAWARE 19901

2025 January to June Commercial Fertilizer & Soil Conditioners Tonnage Reporting Form

Mailing Address: Zip Code: Country: Phone:	State: Zip Code: Country: Email: Registrant Information: (Company, CO, 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 Products Available Total Tons Fee Totals Please make checks payable to: Delaware Department of Agriculture Over 10 lbs. only Please Totals Delaware Department of Agriculture Over 10 lbs. only Please Total T	Company/Firm Information: (Exact information of the company listed on the product label)								
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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 Products Available Total Tons Fee Totals Please make checks payable to:	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 Fee	Contact Name:		E	mail:					
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