

RE: Annual Seed Assessment Report

To Whom It May Concern:

Enclosed is the Annual Assessment Reporting form for seed sales for the 12-month period ending **June 30**. This form and the associated fees are due not later than July 31st of each year for the preceding 12-month period. Specific instructions for completing this form are included on the back of this notice.

This report is required even if no sales or distributions occurred. If no sales occurred during this period, indicate zero on the form. Failure to return the form may result in a penalty assessment to your company.

The new database allows industry users to conduct business online, such as renewing and printing licenses, reporting assessments and paying for services electronically. We are excited to offer this technology to you and we believe this will be much more efficient for the department and for you as a customer. If you would like to take advantage of the online process, instruction can be found on our website at <http://agr.mt.gov/mtplants>.

Otherwise, please complete and return the report to the address at the top of the form with check or money order payable to the Montana Department of Agriculture. For questions concerning this form, contact the Licensing and Registration Specialist at (406) 444-0510, or the Seed Program Specialist at (406) 444-3950, or by email at csb-mtplants@mt.gov.

INSTRUCTIONS
ANNUAL ASSESSMENT OF OUT OF STATE SEED LABELER SALES

Section 80-5-131 of the Montana Code Annotated (MCA) states that seed labelers located outside Montana who sell agricultural seed in Montana shall report those sales and pay an assessment fee of 25 cents per \$100 in gross annual sales of agricultural seed. These reports and the associated fees are due not later than July 31st of each year. An additional collection fee of 10% of the assessment due, but not less than \$10 shall be assessed for any report not received by the July 31st deadline. Failure to submit the report as required or pay the assessment in full constitutes a violation subject to penalty provisions.

To accommodate the numerous types of seed sold into Montana, the form is divided into five categories: cereals, grasses, legumes/forage, oil crops, and miscellaneous crops. Please report sales by kind of crop, not variety.

List the gross dollar value of seed (based on seed type) sold into the state of Montana. Seed types not specifically listed on this form may be entered in the category that best reflects the seed kind or may be listed under Minor\Misc. crops.

If the "Assessment Sub-total" equals \$5.00 or less, the Assessment Fee is not due; simply enter zero in this box. However, Late Fees do apply for reports received after the deadline and must be paid.

For more information on Montana's seed assessment reporting requirements, obtain copies of this form or to see the complete Montana Agricultural Seed Act, please visit our website at: <http://agr.mt.gov/>.

DEFINITIONS:

Agricultural seeds mean the seeds of grass, forage, cereal, fiber crops, and any other kinds of seeds commonly recognized within the state as agricultural seeds. The term includes lawn seeds and mixtures of seeds.



AGRICULTURAL SCIENCES DIVISION
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ANNUAL SEED ASSESSMENT REPORTING FORM

Sold in Montana for the year of July 1, 20__ through June 30, 20__

Complete this form and return with your payment.

APPLICANT INFORMATION			
Business Name		DBA	
Last Name		First Name	MI
Mailing Address			
City		State	ZIP
Phone	Fax	Email	

CEREALS	\$ Value		\$ Value
Barley		Wheat (Spring)	
Corn		Wheat (Winter)	
Oats		Wheat (White)	
Wheat (Durum)		Miscellaneous	
A. Total Cereals:			

GRASSES	\$ Value		\$ Value
Bluegrass spp.		Wheatgrass spp.	
Bromegrass spp.		Wildrye spp.	
Fescue spp.		Lawn\Turf Grasses	
Needlegrass spp.		Miscellaneous	
B. Total Grasses:			

LEGUMES \ FORAGE	\$ Value		\$ Value
Alfalfa		Sweetclover	
Millet		Miscellaneous	
Sorghum\Milo		Miscellaneous	
C. Total Legumes:			

PULSE CROPS	\$ Value		\$ Value
Edible Beans (all)		Dry Peas (Yellow)	
Dry Peas (Chick)		Lentils	
Dry Peas (Green)		Miscellaneous	
D. Total Pulse:			

OIL CROPS	\$ Value		\$ Value
Canola		Sunflower	
Safflower		Miscellaneous	
E. Total Oils:			

MINOR \ MISC.	\$ Value		\$ Value
Vegetables		Soybeans	
Ornamental		Miscellaneous	
F. Total Minors:			

ASSESSMENT DUE FOR ALL SEED SALES					
A. Total Cereals:		C. Total Legumes:		E. Total Oils:	
B. Total Grasses:		D. Total Pulse:		F. Total Minors:	
Total Value (A+B+C+D+E+F) =			÷ 100 x \$0.25 = Fees Due: \$		
			Assessment Sub-total*: \$		
			Late Fee (10% of the amount due but not less than \$10): \$		
			TOTAL AMOUNT DUE: \$		

* If the 'Assessment Sub-Total equals \$5.00 or less, no fee is due; simply enter zero in this box. However, Late Fees do apply for reports received after the deadline and must be paid.

SIGNATURE BOX		
Total Value (A+B+C+D+E+F) =	Title	Date
Signature	Phone	Email

