

Instructions for Preprinted version of the Iowa Fertilizer Inspection Fee Report

The Iowa Fertilizer Inspection Fee Report format has changed. While all the information being gathered remains the same, the form itself has a different look and one additional filing option.

- **There is now an MS Excel® spreadsheet option available online at:**
<http://www.agriculture.state.ia.us/licenses.htm>. If you have MS Excel® we encourage you to download a copy of this spreadsheet from our website, save it to your own computer, and file using the online instructions found at that same site:
<http://www.agriculture.state.ia.us/licenses.htm> for filing the Fertilizer Tonnage Report using the electronic format. The benefit to you when filing your report will be automatic calculation of all totals resulting in fewer errors, and the calculated data fields on page 1 of the “Iowa Fertilizer Inspection Fee Report” will be entered for you as well. This means that once product grade, tonnage, and exemption data is entered the report is nearly complete.

For those who will file the enclosed, pre-printed report, please use the following instructions to guide you while filling in the form.

Please start by turning to the back of the form where you will see the data entry grid. Some data fields are new to this form:

1.) In addition to individual fields for the percentage analysis for Nitrogen, Phosphates, and Potash (N, P, K), we have now included fields for entering the percentage analysis for the most frequently reported secondary and micronutrients. Those elements in order of appearance are: Calcium (Ca), Magnesium (Mg), Sulphur (S), Chlorine (Cl), Boron (B), Copper (Cu), Iron (Fe), Manganese (Mn), Zinc (Zn), and Molybdenum (Mo). Please fill in analysis percentages for all elements for each grade as you have them available.

If you have used industry standard names or company specific brand names to report any product in the past, this will no longer be accepted. Please enter the actual product percentage analysis numbers only. **E.g.** If you are used to reporting DAP, replace that name with product analysis numbers (N = 18, P = 46, K = 0 in our example)

2.) We are not asking for Sales and/or Purchase tons anymore. We only ask for tons distributed. Whatever tons you are reporting, whether on a purchase or sales basis, report them in the column headed “**Tons Dist**”.

3.) The column headed “**Exempt code**” is a new field and is critical to this report. If you are paying the required fees on the tons you have reported in the “**Tons Dist**” column on any given line, enter the number **1** in this field for that line. If you enter 1 for “**Exempt code**” leave the “**Ex Lic#**” field blank. Enter the tons listed in the “Tons Dist” column on the same line in the column headed “**Net Tons**”. Proceed to the column headed “**GW Rate = N X .00915 (round to 3 places)**”. Refer to the number in the column headed “**N**” that you entered on this line. If it is greater than or equal to 2, figure the Groundwater rate for this product and enter here. Then proceed to the column headed “**Groundwater Fee Due = GW Rate X Net Tons**”. Multiply the numbers in the previous two columns and enter the result here.

4.) If someone else is paying the fee directly to the State of Iowa on these tons, you will exempt these tons by entering the number **2** here. If you enter the number 2 in this field, you **MUST** enter the valid 5-digit Iowa Commercial Fertilizer Manufacturer number of the responsible party in the

next field to the right in the column headed: “**Ex Lic#**”. You will need a separate line for each exempt company tonnage claim for each analysis. No exemptions will be allowed unless this procedure is followed. **Note:** If you need the license number for a company the complete current license list is available online at: www.agriculture.state.ia.us/fertilizerlist.asp

- **One exception to the above exempt company license rule:** Distributing product to a company using that product for a non-agricultural purpose. (Example: anhydrous ammonia distributed to a manufacturing firm using it as a refrigerant). In this instance enter a 2 in the “**Exempt code**” field and 99999 in the “**Ex Lic#**” field. Include a separate sheet listing the “**Exempt Company Name**”, “**Exempt Company Address**”, “**Exempt Company City**”, “**State**”, and “**Zip**”. This procedure is for those rare instances when an exempt sale is made under a circumstance similar to that outlined in this paragraph. The vast majority of licensees reporting to us are not affected by this.

[One other note: If a product is being distributed to a feed manufacturer as an animal feed ingredient, you may NOT exempt that distribution on your Iowa Fertilizer Inspection Fee Report. To make an exempt claim for this type of crossover sale you must license as a Feed Manufacturer with the State of Iowa and report these distributions on the Commercial Feed Inspection Fee Report.]

5.) When data entry on this page has been completed, total the “**Tons Dist**”, “**Exempt Tons**” and “**Groundwater Fee Due**” columns. Enter those totals on page 1 on line 1a, 1b, and 2d respectively. On page 1 subtract Line 1b from Line 1a and enter the result on Line 1c. Multiply the number on Line 1c by the tonnage fee rate, currently \$0.17 (17 cents), and enter the result on line 2a. If this report is being filed after the deadline (on or after August 11 for the January – June reporting period, and on or after February 11 for the July – December reporting period) fill in the late fee field: \$50 minimum, or (Line 2a) X (10%), whichever is larger. Add Lines 2a and 2b and enter on Line 2c.

Add lines 2c and 2d and enter in the “**TOTAL CHECK AMOUNT**” line.

Please fill in the information requested at the bottom of Page 1, save a copy of the report for your records, and mail the report, along with the fees due shown on the **Total Check Amount** line, if any, to the address indicated at the top of the form.

If you have any questions please call or e-mail **before** you proceed.

Call: Susie Madison: 515-281-8597 or Jim Panther: 515-281-8588

Or e-mail

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or

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