

Instructions for filling out Excel version of the Iowa Fertilizer Inspection Fee Report

If you wish to use the Excel spreadsheet version of the IDALS report form please download the form and save a copy to your own computer. Using this Excel sheet will benefit you by doing all needed calculations for you, thereby eliminating calculation errors. Additionally the calculated data fields on the “Fertilizer Tonnage Summary” sheet will be completed for you as well. This means that once the data is entered the report is nearly complete

To fill in the form, left mouse click the tab titled “Fertilizer Tonnage Entry Form” at the bottom of the workbook to select it. Fill in this worksheet first.

Begin by left clicking in the underlined space to the right of the phrase “**Reporting Company License Number:**” (Cell Q1). Enter the five-digit license number of the company location for which this report is being filed. For those of you with multiple locations enter the number of the “Home Office” or “Mail To” location responsible for filing the report.

When you have entered the license number in the space provided press the tab key to proceed to the next required field. Once you have started entering data on this sheet just use the “Tab” key to proceed through the entry fields in order. We have tried to give direction in the spreadsheet itself regarding the data that is required in each field, and warnings about apparently invalid data. Please use care in entering data to ensure the report is valid.

Some data fields are new to this form:

- 1.) In addition to individual fields for the percentage analysis for N, P, and K, we have now included fields for entering the percentage analysis for secondary and micronutrients. Please fill in 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, note that this spreadsheet will not accept nomenclature, only numbers. **E.g.** If you are used to reporting DAP, you are required to replace that name with elemental percentages (18-46-0, 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 the proper function of this spreadsheet. This field will accept only the number 1 or the number 2 as a valid entry. 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.

If someone else is paying the fee directly to the State of Iowa on these tons, that is, you are exempting these tons making someone else responsible for paying the fee directly to the State of Iowa, enter 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#**”. No exemptions will be allowed unless this procedure is followed. Note that if you need the license number for a company the complete current license list is embedded in the spreadsheet and can be accessed in more recent versions of Excel by left clicking the drop down box. If you are unable to access this list there is a link provided in the worksheet to the IDALS web page containing this same list.

- **One exception to the above exempt company license rule:** If you are distributing the product to a company that is using that product for a non-agricultural purpose. (An example would be Anhydrous ammonia distributed to a manufacturing firm using it as a refrigerant), you may exempt this distribution. In a case like this enter 2 in the “**Exempt code**” field and the five digit code 99999 in the “**Ex Lic#**” field. You will then also need to include a separate sheet of paper listing the “**Exempt Company Name**”, “**Exempt Company Address**”, “**Exempt company City**”, “**State**”, and “**Zip**” Please note that 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 the product is being distributed to a company that is using it as an animal feed ingredient, you may NOT exempt that distribution on your Iowa Fertilizer Inspection Fee report. If you wish to make an exempt claim for this type of crossover sale it would require that you license as a Feed Manufacturer with the State of Iowa and report these distributions on the Commercial Feed Inspection Fee Report.]

When data entry on this sheet has been completed, left mouse click the tab at the bottom of the page titled: “Fertilizer Tonnage Summary”. This will take you to the summary sheet for your report. Please fill in the **City location, Company name, and Commercial Fertilizer** license number in the space provided in the middle of the page for each of your company’s licensed locations covered by this report. If you need more space attach a sheet of your own to the summary sheet when mailing.

Fill in the late fee field, if applicable. The late fee is applicable if this report is filed more than 41 days after the close of the period for which the report is being filed (On or after August 11 for period 16 reports, and on or after February 11 for period 14 reports). Fill in all other information fields available as applicable.

When completed, select “**Summary_Page_print_area**” from the Name drop down box and print this page. You will need to sign the printed form in the underlined space

provided above the word “Signature, and send it, along with a check for the amount indicated in the double underlined space next to the words **Total Check Amount**, to the address indicated at the top of the form.

Save a copy of the file to your computer for your records. If you wish to print the entry form to save a hard copy for your records, click on the tab at the bottom of the screen titled “Fertilizer Tonnage Entry Form”. Left click the Named Range drop down box and select “Print_Entry_Form”. This will select the entire entry form. If you have less than the entire form filled in and wish to print only those pages containing data, determine how many pages you need to print by clicking through the pages in order in the “Print Preview” screen, then select the **Page(s) from** **to** area in the “Print” dialogue box, and enter the range of pages to print in the spaces provided. To print the totals, which appear at the bottom of the entry form, without printing any blank pages between the end of your data entry and the totals, you will need to separately select the last page in the “Print” dialogue box using the print routine just outlined.

The whole report can be e-mailed to: iaferttonreport@iowaagriculture.gov. This still requires that the one page printout of the “Fertilizer Tonnage Summary” sheet be signed and mailed in hard copy form along with the check. If you choose to e-mail the file, be aware that we will not process anything until the signed summary sheet and the check have been received. The determination of whether a report has been filed on time will still be based on the postmark date of the mailed sheet and check.

Alternatively, the report can be saved to CD or 3 ½” diskette, and mailed along with the printed and signed summary sheet and check. Be sure to label any media you send in the following format:

<Company name>
<5 digit reporting location license number>
“IA Fertilizer Inspection Fee Report”
<4 digit year> (e.g. 2005)
<2 digit reporting period> (14 for July – Dec period or 16 for January – June period)

If you have **any questions at all**, do not hesitate to call or e-mail **before** you try to complete the form.

Phone:

Tanisha McGuire 515-281-8597

or

Jim Panther 515-281-8588

Or e-mail:

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