



COMMISSIONER

DOUG GOEHRING

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NORTH DAKOTA  
DEPARTMENT OF AGRICULTURE  
STATE CAPITOL  
600 E. BOULEVARD AVE. – DEPT. 602  
BISMARCK, ND 58505-0020

## Guidelines for Completing the 2011 Annual Fertilizer Tonnage Report

North Dakota Fertilizer law requires all persons licensed in selling fertilizers, soil amendments, and plant amendments to compile and report the yearly tonnage of each product sold to a non-licensed end user within the state of North Dakota. All products in packages of over twenty-five pounds are subject to tonnage fees. If a person sells fertilizer, soil amendments, and plant amendments in packages over twenty-five pounds and in less than twenty-five pounds, that portion sold in packages over twenty-five pounds is subject to tonnage fees.

The tonnage report must consist of the number of net tons of each fertilizer, soil amendment, or plant amendment distributed within the state to a non-licensed user. Products only sold to the non-licensed user are subject to tonnage fees, a person doesn't need to submit a tonnage fee if selling to a licensed user in the state who then sells to a non-licensed entity. Each licensed location must be reported separately on the tonnage form provided by the Department. Combined reports and those that do not follow the format of the Department form, will not be accepted.

The person completing the tonnage report shall pay the tonnage fee at the rate of **\$0.20 per ton** of each grade of fertilizer, soil amendment, and plant amendment by January 31, 2011. If the tonnage report is not filed and the payment of the tonnage fee is not made by 1/31/11, a penalty fee of ten percent of the amount due, or a minimum of ten dollars will be assessed against the licensee. The amount due constitutes a debt and becomes the basis of a judgment against the licensee.

**Fertilizers/Custom Blends:** A fertilizer is defined as any substance containing one or more recognized plant nutrients which are used for its plant nutrient content and which is designed for use or claimed to have value to the plant. These types of fertilizers will have an N-P-K claim on the label. A custom blend consists of two or more types of fertilizers blended together to develop a unique fertilizer made to meet the special needs of a consumer(s). Any fertilizer that contains an added micronutrient to a fertilizer must keep track of the tonnage sold of that specific fertilizer.

Example: 21-0-0 must be reported separately from 21-0-0-24s.

**Specialty Fertilizer (Non-Ag):** Specialty fertilizers are defined as a fertilizer distributed for nonfarm use. The person who registered the specialty fertilizer must submit the tonnage report to the North Dakota Agriculture Department. Specialty fertilizers are subject to the same fees as fertilizers, \$0.20 per ton of each product sold in the state of North Dakota.

**Micronutrients:** Micronutrients are fertilizers that don't contain any N-P-K claims and only consist of essential chemical elements that are required at low levels for normal plant growth. These products need to be reported for tonnage fees like all other fertilizer materials for packages over twenty-five pounds and are subject to the same \$0.20 per ton fee.

If you have any question or concerns, please contact Spencer Wagner.

**Spencer Wagner**  
*Pesticide, Fertilizer Specialist*  
(701) 328-1508  
wagner@nd.gov

**Amanda Hayen**  
*Registration and Licensing Assistant*  
(701) 328-1500  
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*Please retain this page for your reference.*

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### **Fertilizer Tonnage Reporting Requirements**

Each licensed distributor is required to submit an annual report to the Department listing the net tons of each fertilizer, soil amendment, or plant amendment sold or distributed in the state for a given calendar year and pay an inspection fee based on those tonnages. The inspection fee is calculated based on twenty cents per ton, with a minimum fee of ten dollars.

There are two exemptions to the annual reporting and inspection fee requirements: 1) sales and distributions of fertilizers, soil amendments, and plant amendments made to parties other than unlicensed end users, and 2) fertilizer products sold exclusively in packages of twenty five pounds or less. When products are sold in different package sizes, inspection fees must only be paid on those packages over twenty five pounds.

#### **Inspection Fees for Specialty Fertilizers**

Registrants of specialty fertilizers are required to submit an annual tonnage report and pay inspection fees on those specialty fertilizers distributed in package sizes over twenty five pounds. When more than one person or business is involved with the distribution of a registered specialty fertilizer, the last person or business that registers the product and distributes it to a non-registrant is responsible for reporting the tonnage and paying the inspection fee. If a specialty fertilizer retailer serves as the registrant, then the retailer would be responsible for paying annual inspection fees.

#### **Late Fees for Tonnage Reports and Inspection Fees**

Tonnage reports and inspection fees are due January 31 of each year to reflect the amount of product distributed the previous calendar year. Each November, the Department mails out tonnage notices and Annual Fertilizer Tonnage Reports (SFN 17161) to licensed distributors and specialty fertilizer registrants who are subject to inspection fees. Reports and fees **received** after January 31 are subject to a late fee of ten percent of the inspection fee, with a minimum of ten dollars. A separate Annual Fertilizer Tonnage Report is required for each licensed entity. Fertilizer licenses will be suspended and all product registrations cancelled as of April 1, 2012, if tonnage report and fees have not been received.

If you have any question or concerns, please contact us.

**Spencer Wagner**  
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(701) 328-1508  
wagner@nd.gov

**Amanda Hayen**  
*Registration and Licensing Assistant*  
(701) 328-1500  
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## Payment Options

The hard-copy tonnage report may be completed and returned along with payment to the North Dakota Department of Agriculture.

The second option, which we strongly encourage, is to submit your tonnage report online. The link is <http://www.kellysolutions.com/nd/FertDistribLicenses/tonnage/login.asp>. You may request your username and password by emailing [ahayen@nd.gov](mailto:ahayen@nd.gov). The online renewal process can be used with no additional fees if you save and print the Confirmation Report and mail it in along with the appropriate fees after entering your tonnage information. To pay online, please follow the online instructions.

## Online Reporting

Fertilizer Tonnage Reporting Link: <http://www.kellysolutions.com/nd/FertDistribLicenses/tonnage/login.asp>

Click "Enter Tonnage Details" after confirming that email address is correct or entering new. The following will appear:

Accept Payments for Fertilizer Tonnage								
Time period	N %	P %	K %	Other %	Blended?	Tons Sold	Edit	Delete
Add the following Tonnage Data								
Time: <input type="text" value="Jan - June"/>	<input type="checkbox"/> Blended?		N: <input type="text"/>	P: <input type="text"/>	K: <input type="text"/>	Other (a): <input type="text" value=""/> (numeric value)	<input type="text" value="Boron (B)"/>	<input type="text"/>
						Other (b): <input type="text" value=""/> (numeric value)	<input type="text" value="Boron (B)"/>	<input type="text"/>
						Other (c): <input type="text" value=""/> (numeric value)	<input type="text" value="Boron (B)"/>	<input type="text"/>
Tons Sold: <input type="text"/>						<input type="button" value="Add"/>		
<input type="button" value="Go to Payment Screen"/>								
or								
<input type="button" value="Save and Print"/>								

Next to "Time" is Jan-June or July-Dec time periods. Mark "Blended" if applicable. Enter the fertilizer grade. For example, Anhydrous Ammonia's grade is 82-0-0. Enter N=82 P=0 K=0. Type in the number of tons sold for specified half of the year in the box below. Click "Add" and the item will list at the top and begin totaling amount due at the bottom. For micronutrients, enter the percentage in the "Other" box and use the dropdown box to select type. For fertilizers with more than 3 micronutrients, enter the three that make up the most content.

Example of fertilizer with micronutrient: N:  P:  K:  Other (a):

When all fertilizers have been entered for the first and second half of the year, Click on "Go to Payment Screen" OR "Save and Print."

Please note that all payments to the North Dakota Department of Agriculture must be paid by check and received by the Department no later than January 31<sup>st</sup> to avoid late fees.







Company name: \_\_\_\_\_

## TOTALS & FEES

TOTAL FROM BOX 1 = Anhydrous Ammonia	
TOTAL FROM BOX 2 =	
TOTAL FROM BOX 3 =	
TOTAL FROM BOX 4 =	
TOTAL FROM BOX 5 =	
TOTAL FROM BOX 6 =	
TOTAL FROM BOX 7 =	
TOTAL TONS SUBJECT TO INSPECTION FEES = <small>Boxes 1+2+3+4+5+6+7</small>	
ND TONNAGE TAX	X      \$0.20
TOTAL DUE =	\$
MINIMUM OF \$10.00	

Office Use Only		
AA Tons	X \$0.20 =	AA Fees
Amount from Total Due =		\$
Anhydrous Fees =		- \$
Fertilizer Fees =		\$

**Fees are due on later than 1/31/2012.**

If Total Due is less than \$10.00, a **minimum of \$10.00 must be remitted.**

Fees not **received** by 1/31/2012 will be assessed a penalty fee of 10% of the Total Due, or a minimum of \$10.00.

To the best of my knowledge this report is true and correct.

Printed Name and Title of Person Signing Application.	
Signature of Applicant	Date

Remit All 4 Pages To:  
 NORTH DAKOTA DEPARTMENT OF AGRICULTURE  
 DEPT 602  
 600 E BOULEVARD AVE  
 BISMARCK ND 58505-0020