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**NORTH DAKOTA
DEPARTMENT OF AGRICULTURE**

STATE CAPITOL
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BISMARCK ND 58505-0020

Guidelines for Completing the Annual Fertilizer Tonnage Report

North Dakota Fertilizer law requires all persons licensed to distribute fertilizers, soil amendments, and plant amendments to compile and report the yearly tonnage of each product sold within the state of North Dakota. All fertilizer products in packages of over ten pounds are subject to tonnage fees.

The person filling the tonnage fees shall pay a **minimum tonnage reporting fee of \$10.00 or the tonnage fee at the rate of \$0.20 per ton**, whichever is greater of each grade of fertilizer, soil amendment, plant amendment, and micronutrient by **January 31, of each calendar year**. If the tonnage report is not received by the department along with the payment of the tonnage fee by the due date, a collection fee amounting to ten percent (10%) of the amount due, or a minimum of ten dollars (\$10.00) will be assessed.

Reporting: Upon logging into the Kelly Solutions Platform there will be a link to a document with instructions on how to help you file each of the online reports.

User Name:

Password:

The department encourages dealers to report their tonnage online at www.kellysolutions.com/nd/FertdistribLicenses/tonnage/login.asp. There is a small convenience fee for reporting online. There is no additional fees to enter reports online and submit a check to NDDA. A firm can also file the hard copy form (SFN 60495) which can be found at www.nd.gov/ndda/forms and the payment can be in the form of a check. The tonnage report must consist of the number of net tons of each fertilizer, soil amendment, or plant amendment distributed within the state to the end user. Products only sold to the end user are subject to tonnage fees.

Licensing: If you sell product into or within the state you must be licensed. You will need a license number to report tonnage. Each Licensed facility must file their own report, combined reports are not accepted.

Audit: All sales and purchasing records must be kept for a minimum of 3 years as required by N.D.C.C. 4.1-40-07.4. A best management practice is to make and keep a tonnage file and any notes or supporting documentation used to compile a yearly report should be kept in case there is a question on your report in the following years.

If you have any questions or concerns, please contact Brandy Kiefel

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