

INSTRUCTIONS FOR FILING A MILK PRODUCER DEFAULT CLAIM FORM

Wisconsin Statutes, Chapter 126, Subchapter VII
(Forms TR-SB-88)

WHO CAN FILE A DEFAULT CLAIM?

A person may file a default claim with the department against a Milk Contractor who is licensed, or required to be licensed, unless the person has waived eligibility to file a claim, and the following has occurred:

- A Milk Contractor has failed to pay, when due, for producer milk that the Milk Contractor procured in this state.

FILING DEADLINE FOR DEFAULT CLAIMS:

A claimant shall file a default claim within 30 days after the claimant first learns of the default, unless the department has specified a later claim-filing deadline date.

HOW TO COMPLETE THE DEFAULT CLAIM FORM:

The producer shall specify the nature and amount of the default and provide any supporting documentation.

- 1) Enter the date the form is completed.
- 2) Enter milk contractor's name that has failed to pay for milk.
- 3) Enter the legal name of the claimant/producer.
- 4) Enter the claimant/producer's business address (Street Address/PO Box, City, State, and ZIP).
- 5) Enter the Contact Person for this default claim form.
- 6) Enter the best way to reach the contact person (telephone, email, cell and/or fax number), if more than one way to reach then list all ways to contact.
- 7) Enter the type of milk sold to the contractor that failed to pay for milk.
- 8) Enter the date the claimant first learned about the default and non-payment.
- 9) Complete the table –
 - a. The total pounds of milk not paid for (one month at a time)
 - b. The total value of milk not paid for (corresponding to the month reported)
 - c. Any obligation amount you owed to the milk contractor (corresponding to the month reported) or the total amount owed. This could be loans, advances, product sales, dues, hauling, etc...
 - d. Any payment made for milk (corresponding to the month reported),
 - e. The total amount due to the producer after payment received or amounts owed to contractor (corresponding to the month reported).
- 10) The claimant/producer or claimant's representative needs to sign the claim form and send to the address indicated on the bottom of the form. The form may be received by: mail, fax or email along with supporting documentation.
- 11) Send with the default claim form:
 - a. Copies of supporting documentation which could include but not limited to contracts, pricing schedules and delivery tickets.
 - b. Any relevant information that was not included on this form. You may send an extra page explaining this information.

QUESTIONS:

If during the process of filling out this default claim form you have questions,
you may contact Scott Manthey at (608)224-4966.

(Personal information you provide may be used for purposes other than that for which it was originally collected. [Wis. Stats. § 15.04(1)(m),]