



State of Wisconsin  
Governor Tony Evers

**Department of Agriculture, Trade and Consumer Protection**  
Bradley M. Pfaff, Secretary

February 20, 2019

<<Licensee Name>>

<<Mail To Addr Line 1>>

<<Mail To Cith, State ZIP>>

Your renewal application materials for your <<Type>> license # <<License Number>> have been received by the Wisconsin Department of Agriculture, Trade and Consumer Protection's Nursery Program staff. The application materials have been flagged in the system for the following error:

Your license will not be issued until this matter has been rectified.

- **Incorrect payment amount**

The payment amount which you sent was incorrect per the license application. We received check #[Enter #] for the amount of \$[Enter Amt]. Please see the highlighted areas on the enclosed copy of your submitted Nursery License application form for more details. If more payment is required, please return the additional payment and the copy of your Nursery License application form in the enclosed envelope. If there has been an overpayment, a refund will be processed.

- **Incorrect payment for the license type selected**

We received your payment, check #[Enter #], for the amount of \$[Enter Amt]. However, your license type is [Enter license] and you have paid for a [Enter license] License. You should have paid \$[Enter #], and so you have an unpaid balance of \$[Enter Amt]. Please return the additional payment and the copy of your Nursery License application form in the enclosed envelope. If there has been an overpayment, a refund will be processed.

- **Incorrect payment - No Late Fee Needed - Refund Enclosed**

We received your payment, check #[Enter #], for the amount of \$[Enter Amt]. Your completed Nursery License renewal application form indicated that \$[Enter Amt] of this payment was to pay for a Late Fee. Your Nursery License renewal application form was postmarked **before** the deadline of **02/20/2018**. Therefore, no Late Fee is currently required. A refund for your overpayment has been processed.

- **Payment was not returned with application form**

We have received your Nursery License application form **and your payment coupon**, but we have not received your payment for the 2018 Nursery License year. Your license cannot be processed without your payment and your completed, signed application form. Please return the enclosed copy of your Nursery License application form, **the copy of your payment coupon**, and your payment, in the envelope provided.

If you submitted payment with your application, please email [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov). Alternately, please call (608) 224-4574.

- **Application form was not completed correctly – Signature Needed**

After completing your Nursery License renewal application form, please sign and date your form. Your form cannot be processed without a signature. Return your signed form in the envelope provided.

- **Application form was not completed correctly**

Please complete or answer questions regarding the highlighted areas of the enclosed Nursery License application form. All additional information may be completed directly on the enclosed copy of your form. Return the copy of the form, with additions or corrections, along with any other requested documentation or payments in the envelope provided.

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- **Application form was not returned with payment**

We received your payment, check #[Enter #], for the amount of \$[Enter Amt]. We did not receive your Nursery License application form. In order to process your license, please complete, sign, and return the enclosed Nursery License application form in the envelope provided.

If you have already submitted your license Nursery License application form along with your payment, please email [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov). Alternately, please call (608) 224-4574.

- **Unexpected change in license type - Additional license needed?**

The license type you have selected does not match previous license year(s). In the past, you have held a [Enter license type] License. This year, through your application answers and/or license fees paid, you are requesting an additional [Enter license type] License.

If you are changing your business structure, and you have applied for this different/new license type intentionally, please email [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov). Alternately, please call (608) 224-4574.

- **Unexpected change in license type - One of your licenses has not been renewed**

The license type you have selected does not match previous license year(s). In the past, you have held a Christmas Tree Grower license (#312402). This year, through your application answers and/or license fees paid, you are requesting only a [Enter License Type]. However, you indicated that you still grow nursery stock (or Christmas trees), at your location. To make sure that your license(s) are issued, please review the options below, and pick one.

- 1) If you only need a Nursery Gower License because you only grow nursery stock, amend your application form and remit any additional payment needed to cover a Nursery Grower License. Return your amended Nursery License application form and any necessary payment, in the envelope provided. If a refund is needed, one will be processed after your amended application is received.
- 2) If you only need a Nursery Dealer License because you purchase nursery stock for re-sell within the current license year, amend your application form and remit any additional payment for a Nursery Dealer License. Return your amended Nursery License application form and any necessary payment, in the envelope provided. If a refund is needed, one will be processed after your amended application is received.
- 3) If you need a Nursery Dealer License and a Nursery Grower License, amend your application form and remit any additional payment needed to cover a Nursery Dealer License and a Nursery Grower License. Return your amended Nursery License application form and any necessary payment, in the envelope provided.
- 4) If you do not need any nursery licenses, amend your form as needed. Indicate, on your Nursery License renewal application form, that any license you do not require is to be closed. Return your amended Nursery License application form in the envelope provided.
- 5) If you [(for ND) purchase nursery stock for re-sell within the current license year, (for NG) grow nursery stock, (for CT) grow Christmas trees], amend your application form and remit payment for a [Enter License Type]. Return your amended Nursery License application form and any necessary payment, in the envelope provided.
- 6) If you do not [(for ND) purchase nursery stock for re-sell within the current license year, (for NG) grow nursery stock, (for CT) grow Christmas trees], amend your form as needed. Indicate, on your Nursery License renewal application form, that any license you do not require is to be closed. Return your amended Nursery License application form in the envelope provided.
  - a. If this portion of your business is Operating but will not buy or sell stock over \$250: Circle "NO LICENSE ISSUED" for each license type in the fee table (Section 6 of the application form).

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- b. If this portion of your business is Closed or is No Longer Operating: Write "CLOSED" and the LICENSE NUMBER on the top of the application.

Please note that we received check #[Enter Check#], dated [Enter Date Check Written], for the amount of \$[Enter Amount]. Your Nursery License renewal application form indicated that this payment of \$[Enter Amount] was for your [Enter License Type].

If you are not changing your business structure, and you have failed to apply for this license type(s) in error, please review your application materials carefully, make any necessary changes to your application form, and remit the necessary fees. To do so, return the necessary payment, and your amended Nursery License application form, in the envelope provided.

If you have changed your business structure, and no longer need the license(s) in question, review the two options listed below and follow the instructions for the one that best fits your business. Return the signed and dated application to the following address: WDATCP, PO Box 8911, Madison WI 53708-8911

- 1) If you are Operating but will not buy or sell stock over \$250: Circle "NO LICENSE ISSUED" for each license type in the fee table (Section 6 of the application form). Sign and date the application form. If no fee is required at this time, return ONLY the copy of the application form in an envelope you have addressed.
  - 2) If your business is Closed or is No Longer Operating: Write "OUT OF BUSINESS" on the top of the application. Sign and date the application form. If no fee is required at this time, return ONLY the copy of the application form in an envelope you have addressed.
- **Applicant verification needed - Social Security Number Required**  
Currently, due to a change to the Legal Name of Applicant(s) box in Section 1 of your submitted [License Type] license renewal application form; you have Closed License #[ENTER LICENSE #] and are applying for a New [License Type] License as an Individual/Sole Proprietor because you have changed the Legal Name of Applicant(s) box in Section 1 of the form. Please note that you may apply for a Nursery License with a Legal Applicant which is either: 1) An Individual or a married couple; 2) A legally formed business entity which is not dissolved; or 3) A Co-operative, a legally formed Partnership, or other. Please review the options below and pick one.
    - 1) If you intend to apply as an individual or a married couple, please provide your Social Security Number (SSN) information on the enclosed Social Security Request Form and return it, along with the enclosed copy of your Nursery License renewal application form, to the Nursery Program Staff in the envelope provided. If you and your spouse are applying as a married couple, use two copies of the Social Security Number Request form to provide both Social Security Numbers. Your information will be encrypted in our system, and the paper copy will be shredded for your safety.
    - 2) If you are applying for your Nursery License as a legally formed business entity and not an individual, please amend the Legal Name of Applicant(s) on the enclosed copy of your Nursery License application form to reflect your business entity's legal name and state of formation. Initial and date any changes that you make to the enclosed copy of your Nursery License renewal application form. Return the amended copy of your Nursery License renewal application form in the enclosed envelope.
    - 3) If you are applying as a Co-operative, a legally formed Partnership or another business structure, please contact Nursery Program staff via email at [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov) or via phone at (608) 224-4574 to coordinate the submittal of appropriate documentation.

Any changes in the Legal Applicant for this license will cause a new license number to be issued upon the receipt of your completed Social Security Number Request form(s) and/or amended Nursery License renewal application form.

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- **Applicant verification needed**

Please be advised that a business entity listed as [Enter Business Name] with [Enter Wisconsin Department of Financial Institutions OR the analogous department from another state] currently has the status of [Enter business entity status, i.e. Administratively Dissolved]. Please amend the enclosed copy of your [Enter Current License Year] Nursery License renewal application form to include a Legal Applicant which is either: 1) An Individual or a married couple; 2) A legally formed business entity which is not dissolved; or 3) A Co-operative, a legally formed Partnership, or other. Please review the options below and select one.

- 1) If you are applying for your Nursery License as a legally formed business entity and not an individual, please amend the Legal Name of Applicant(s) on the enclosed copy of your Nursery License application form to reflect your business entity's legal name and state of formation. Initial and date any changes that you make to the enclosed copy of your Nursery License renewal application form. Return the amended copy of your Nursery License renewal application form in the enclosed envelope.
- 2) If you are applying for your Nursery License as an individual or a married couple, please provide your Social Security (SSN) information on the enclosed Social Security Request form. Then, amend the Legal Name of Applicant(s) on the enclosed copy of your Nursery License application form to reflect the individual(s) now applying for this Nursery License. Initial and date any changes you make to the Nursery License application form. Return the Social Security Number Request form and the amended copy of your Nursery License renewal application form in the enclosed envelope. Your SSN information will be encrypted in our system, and the paper copy will be shredded for your safety. If you and your spouse are applying as a couple, use two copies of the Social Security Number Request form to provide both Social Security Numbers.
- 3) If you are applying as a Co-operative, a legally formed Partnership or another business structure, please contact Nursery Program staff via email at [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov) or via phone at (608) 224-4574 to coordinate the submittal of appropriate documentation.

- **Applicant verification needed – You are currently applying for this license as an Individual/Sole Proprietor, not a Business Entity**

Currently, as per your submitted [License Type] license renewal application form; you have re-applied for License # [ENTER LICENSE #] as an Individual/Sole Proprietor because an individual's name ( [ENTER INDIVIDUAL'S NAME] ) is currently in the Legal Name of Applicant(s) box in Section 1 of the form. Please review the enclosed copy of your [Enter Current License Year] Nursery License renewal application form and decide if you want to apply with a Legal Applicant which is either: 1) A legally formed business entity which is not dissolved; 2) An Individual or a married couple; or 3) A Co-operative, a legally formed Partnership, or other. Please review the options below and select one.

- 1) If you are applying for your Nursery License as a legally formed business entity and not an individual, review your submitted form; see Section 1 and the box for Legal Name of Applicant(s). To Change from an Individual to a Business Entity which is not dissolved, cross out the Individual's name written in the Legal Name of Applicant(s) in Section 1 of your form and write in the name of your legal Business Entity, initial and date any changes to the form, and return the amended form in the envelope provided. Changing from an Individual to a Business Entity will result in a new license number for your [License Type] license.
- 2) If you are applying for your Nursery License as an individual, sign your form and mail it back to our office in the envelope provided.
- 3) If you are applying as a Co-operative, a legally formed Partnership or another business structure, please contact Nursery Program staff via email at [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov) or via phone at (608) 224-4574 to coordinate the submittal of appropriate documentation.

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If you have questions or concerns regarding your license, please contact the license staff via email at [DATCPNursery@wisconsin.gov](mailto:DATCPNursery@wisconsin.gov). The direct line for Nursery Licenses is (608) 224-4574. Please leave a voicemail for a return call as soon as time allows. The general mailing address for the Nursery Program is:

**WDATCP Nursery Program**  
**PO BOX 8911**  
**Madison, WI 53708-8911**

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