



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Sheila E. Harsdorf, Secretary

February 19, 2019

«Legal_Entity» / «Mail_To_People_Name»
«Mail_To_Address_Line1»
«Mail_To_City» «Mail_To_State» «Mail_To_Zip»

Subject: WI Nursery and Christmas Tree Licensing Program – Notice: Business Entity Not Found

Dear «Legal_Entity» / «Mail_To_People_Name»:

Business Entity Verification - As a part of our licensing process, we check the status of all applicants which are business entities. You have «License_Type» license number «License». We checked your legal entity status, and «Legal_Entity» could not be found with the Wisconsin Department of Financial Institutions (WI-DFI). We cannot issue a nursery license to a business entity that is not registered or in good standing.

Your options are:

- You can form your business with WI-DFI; once completed, renew your license as outlined in the accompanying Expiration Notice.
- If your business was formed in another state, let us know the state of formation, and if requested, provide proof of current good standing, then renew your license as outlined in the accompanying Expiration Notice.
- You can apply for a new license as an individual or as another business entity in good standing. If you choose to apply for a new license as an individual now, and later form a business entity, the new license cannot be transferred to that business entity. At that point, you would have to apply as a new licensee. No license may be transferred from one licensee to a different licensee or applicant. If you choose to apply as an individual under this option you will also need to submit your Social Security number. If your intent is to apply as a new entity or individual and you will not be renewing this current license, please contact us by email or phone so we can update our records.

If you have questions or concerns regarding your license, please contact the license staff via email at DATCPNursery@wisconsin.gov. The direct line for Nursery/Christmas Tree program license questions is (608) 224-4574. Please leave a voicemail for a return call as soon as time allows. The general (non-payment) mailing address for the Nursery and Christmas Tree programs is:

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

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«Legal_Entity»

«Mail_To_Address_Line1»

«Mail_To_City», «Mail_To_State» «Mail_To_Zip»

Subject: WI Nursery and Christmas Tree Licensing Programs – Notice of Administratively Dissolved Status

Dear «Legal_Entity»:

Business Entity Verification - As a part of our licensing process, we check the status of all applicants which are business entities. You have «License_Type» license number «License». We checked your legal entity status, and «Legal_Entity» is listed as «Dissolved_Entiy_Letter» with the Wisconsin Department of Financial Institutions (WI-DFI). We cannot issue a nursery license to a business entity that is not in good standing.

Your options are:

- Once you restore your legal business entity to good standing with WI-DFI, renew your license as outlined in the accompanying Expiration Notice.
- If your business was formed in another state, let us know when your business has been restored to good standing and then renew your license as outlined in the accompanying Expiration Notice.
- You can apply for a new license as an individual or as another business entity in good standing. If you choose to apply for a new license as an individual now, and later form a business entity, the new license cannot be transferred to that business entity. At that point, you would have to apply as a new licensee. No license may be transferred from one licensee to a different licensee or applicant. If you choose to apply as an individual under this option you will also need to submit your Social Security number. If your intent is to apply as a new entity or individual and you will not be renewing this current license, please contact us by email or phone so we can update our records.

If you have questions or concerns regarding your license, please contact the license staff via email at DATCPNursery@wisconsin.gov. The direct line for Nursery / Christmas Tree program license questions is (608) 224-4574. Please leave a voicemail for a return call as soon as time allows. The general (non-payment) mailing address for the Nursery and Christmas Tree programs is:

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«Legal_Entity»
«Mail_To_Address_Line1»
«Mail_To_City», «Mail_To_State» «Mail_To_Zip»

Subject: WI Nursery and Christmas Tree Licensing Programs – Notice of Dissolved Status

Dear «Legal_Entity»:

Business Entity Verification - As a part of our licensing process, we check the status of all applicants which are business entities. You have «License_Type» license number «License». We checked your legal entity status, and «Legal_Entity» is listed as «Dissolved_Entiy_Letter» with the Wisconsin Department of Financial Institutions (WI-DFI). We cannot issue a nursery license to a business entity that is not in good standing.

Your options are:

- Once you restore your legal business entity to good standing with WI-DFI, renew your license as outlined in the accompanying Expiration Notice.
- If your business was formed in another state, let us know when your business has been restored to good standing and then renew your license as outlined in the accompanying Expiration Notice.
- You can apply for a new license as an individual or as another business entity in good standing. If you choose to apply for a new license as an individual now, and later form a business entity, the new license cannot be transferred to that business entity. At that point, you would have to apply as a new licensee. No license may be transferred from one licensee to a different licensee or applicant. If you choose to apply as an individual under this option you will also need to submit your Social Security number. If your intent is to apply as a new entity or individual and you will not be renewing this current license, please contact us by email or phone so we can update our records.

If you have questions or concerns regarding your license, please contact the license staff via email at DATCPNursery@wisconsin.gov. The direct line for Nursery / Christmas Tree program license questions is (608) 224-4574. Please leave a voicemail for a return call as soon as time allows. The general (non-payment) mailing address for the Nursery and Christmas Tree programs is:

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«Legal_Entity»

«Mail_To_Address_Line1»

«Mail_To_City», «Mail_To_State» «Mail_To_Zip»

Subject: WI Nursery and Christmas Tree Programs – Notice of Revocation of Certificate of Authority Status

Dear «Legal_Entity»:

Business Entity Verification - As a part of our licensing process, we check the status of all applicants which are business entities. You have «License_Type» license number «License». We checked your legal entity status, and «Legal_Entity» is listed as Revocation of Certificate of Authority with the Wisconsin Department of Financial Institutions (WI-DFI). We cannot issue a nursery license to a business entity that is not in good standing.

Your options are:

- Once you restore your legal business entity to good standing with WI-DFI, renew your license as outlined in the accompanying Expiration Notice.
- If your business was formed in another state, let us know when your business has been restored to good standing and then renew your license as outlined in the accompanying Expiration Notice.
- You can apply for a new license as an individual or as another business entity in good standing. If you choose to apply for a new license as an individual now, and later form a business entity, the new license cannot be transferred to that business entity. At that point, you would have to apply as a new licensee. No license may be transferred from one licensee to a different licensee or applicant. If you choose to apply as an individual under this option you will also need to submit your Social Security number. If your intent is to apply as a new entity or individual and you will not be renewing this current license, please contact us by email or phone so we can update our records.

If you have questions or concerns regarding your license, please contact the license staff via email at DATCPNursery@wisconsin.gov. The direct line for Nursery / Christmas Tree program license questions is (608) 224-4574. Please leave a voicemail for a return call as soon as time allows. The general (non-payment) mailing address for the Nursery and Christmas Tree programs is:

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<<Applicant Name>>

<< Mail To Addr Line 1>>

<<Mail To City, State ZIP>>

Subject: WI Nursery and Christmas Tree Programs – Notice of Withdrawal Status

Dear <<Applicant>>:

Business Entity Verification - As a part of our licensing process, we check the status of all applicants which are business entities. You have <<Insert License Type>> license number <<Insert License Number>>. We checked your legal entity status, and <<Name of Legally Formed Business Entity>> is listed as Withdrawal with the Wisconsin Department of Financial Institutions (WI-DFI). We cannot issue a nursery license to a business entity that is not in good standing.

Your options are:

- Let us know when your legal business entity is restored to good standing with WI-DFI.
- If your business was formed in another state, please provide a statement of good standing showing that your business entity is not dissolved.
- You can apply for a new license as an individual or as another business entity in good standing. If you choose to apply for this license as an individual now, and later form a business entity, this license cannot be transferred to that business entity. At that point, you would have to apply as a new licensee. No license may be transferred from one licensee to a different licensee or applicant. If you choose to apply as an individual under this option you will also need to submit your Social Security number.

If you have questions or concerns regarding your license, please contact the license staff via email at DATCPNursery@wisconsin.gov. The direct line for Nursery / Christmas Tree program license questions is (608) 224-4574. Please leave a voicemail for a return call as soon as time allows. The general (non-payment) mailing address for the Nursery and Christmas Tree programs is:

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