

# INSTRUCTIONS FOR FILING A VEGETABLE PRODUCER DEFAULT CLAIM FORM

Chapter 126, Wisconsin Statutes, Subchapter VII  
(Forms TR-SB-87)

## WHO CAN FILE A DEFAULT CLAIM?

A person may file a default claim with the department against a Vegetable 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 Vegetable Contractor has failed to pay, when due, for producer vegetables that the Vegetable 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 specified a later claim-filing deadline date.

## HOW TO COMPLETE THE DEFAULT CLAIM FORM:

The grower shall specify the nature and amount of the default (provide supporting documentation if available).

- 1) Enter the date the form is completed.
- 2) Enter contractor's name that has failed to pay for vegetables.
- 3) Enter the claimant/grower/business legal name.
- 4) Enter the grower's mailing and/or business address (Street/PO Box, City, State, 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 the contact person than list all ways to contact.
- 7) Enter the type of vegetable(s) sold to the contractor that failed to pay for vegetables.
- 8) Enter the delivery date(s) the vegetables were delivered to the vegetable contractor.
- 9) Enter the date the claimant first learned about the default and non-payment.
- 10) Complete this section regarding the value of vegetable(s) for passed and delivered product. If a line is not applicable to the situation please disregard and move onto the next line.
  - a. The total value of vegetable(s) delivered
  - b. The amount of acres harvested
  - c. Any deductions for seeds purchased from the vegetable contractor
  - d. Any other obligations that are owed to the vegetable
  - e. Any payment received for vegetables
  - f. The total amount still due to the grower/claimant.
  - g. The total value of vegetables passed/abandoned
  - h. The amount of acres passed/abandoned
- 11) The claimant/grower or the 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.)
- 12) Send with the default claim form:
  - a. Copies of supporting documentation which could include but not limited to contracts 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.