



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection

TO: Wisconsin Fertilizer Licensees

SUBJECT: FERTILIZER LICENSE RENEWAL

Enclosed are your Fertilizer License Application and Confidential Commercial Fertilizer Tonnage Report forms. A fertilizer permit listing is included for all active fertilizer permits your company holds.

- Your current license expires **September 30**.
- Mail a license application form, a completed tonnage report and the required fees by September 30 if you plan to manufacture or distribute fertilizer in Wisconsin.
- Continued operation without a Fertilizer License is a violation of Wisconsin Law and subjects you to enforcement action.
- If you will not renew your fertilizer license, please return the following:
 - Tonnage report and tonnage fees for July 1 through June 30.
 - The license renewal form stating the reason why you are not renewing your license (e.g. no longer in operation, change of location, change of ownership).

If the company's legal entity status or business name changes:

- Contact DATCP to determine if new fertilizer permits are required.
- Products permitted under the former company name or license number are not valid.
- Licenses are non-transferable to other persons (entities) or different locations.

Confidential Commercial Fertilizer Tonnage Report Form Information

Complete the Wisconsin fertilizer tonnage report for all fertilizer sales from July 1 through June 30. The fertilizer tonnage fee is \$0.62 per ton for each product distributed in the state.

- If you did not distribute fertilizer in Wisconsin for this timeframe, you must still sign and return the report showing zero tons and note the reason for zero sales/distribution.
- The surcharge holiday for the Agricultural Chemical Cleanup Program (ACCP) surcharge remains in effect. Please be aware that this surcharge will vary in future years depending on the ACCP Fund balance on May 1 of each year.
- **A minimum tonnage fee of \$29.00 is due for distribution of up to 47 tons of fertilizer.**

Incomplete applications and tonnage reports will delay the issuance of your Fertilizer License and may subject you to late penalty fees.

Incomplete or erroneous tonnage reporting may subject the licensee to an audit by the department.

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- **Schedule A** is used to report Fertilizer Ingredients in the exact category listed on the form.
- **Schedule B** is used to report Agricultural Mixed Fertilizers - those used on farms for agriculture.
- **Schedule C** is used to report Nonagricultural Fertilizers - any fertilizers distributed for nonfarm use, such as for home gardens, lawns, shrubbery, flowers, golf courses, parks, cemeteries, greenhouses or nurseries or for research or experimental purposes.
- When computing the tonnage figure, include all fillers, such as water, lime chips, etc., which were incorporated into the fertilizer at the time of sale.
- **Credits** are reported on the separate insert (Credit Reporting Insert Parts 1 and 2)
 - Credit Reporting Part 1 - Supplier Credits. You are allowed to claim tonnage fee credits for fees that were paid by your *licensed* supplier, and **must provide a copy of a sales invoice and Wisconsin license number for each supplier** claimed in Credit Reporting Part 1.
 - Credit Reporting Part 2 - Customer Credits. You are allowed to claim tonnage fee credits for fees that your *licensed* customers/buyers agree to pay to the department, and **must submit copies of the written agreement between you and the customer** in order to claim credit in Credit Reporting Part 2.

Product Permit Listing

A listing of your company's products with active non-agricultural or special agricultural use fertilizer permits is included. A listing of products that are exempt from needing the permit are also included.

Failure to return the **completed** and **signed** listing will delay your license renewal.

- Circle "Active" for each product that the company will continue to sell or distribute.
- Circle "Discontinued" to indicate that the company wishes to voluntarily surrender the permit for each product that will no longer be sold or distributed in Wisconsin.

New products / revised product labels:

- Complete a permit application form and provide the product label for each fertilizer product with a combined NPK guarantee below 24% and/or products that are derived from more than one defined ingredient that your business wishes to sell or distribute in Wisconsin.
- If the label has been revised since your last permit application due to any changes in product name, formulation, ingredients, guarantees of plant nutrients or use directions, you must submit a new permit application and fee for an amended permit to be issued.
- Application forms may be downloaded at the department's web site <http://datcp.wi.gov>.

Late Fee Penalties – License renewal applications and tonnage reports postmarked after September 30 are subject to late fees. This includes incomplete renewal applications and tonnage reports that have been sent back for revisions, completed and postmarked after September 30th.

- License Late Fee – \$6.00
- Tonnage Late Fee – \$10.00 or 10% of the total tonnage fee due, whichever is greater.

CONTACTS	
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