



## **Wisconsin Commercial Feed License**

### **Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP)**

#### **Online License Renewal and Tonnage Reporting Instructions:**

**Both the license renewal application and the tonnage report with payment are due by February 28 annually.**

A licensee is required to report commercial feeds and feed ingredients that it is the first to distribute in or into Wisconsin. If it is not considered commercial feed [reference [Wis. Stats. § 94.72\(1\)\(b\)](#)], it does not need to be reported. Any commercial feed first distributed in or into Wisconsin by a third party is reportable by that entity and not the recipient.

[Applying for a New License? Click Here](#)

#### **A Wisconsin Commercial Feed License is required for businesses that are:**

- Manufacturing, labeling, or distributing commercial feed (including dog and cat food and treats) and moving feed or feed ingredients in or into Wisconsin.
- Manufacturers, labelers, or distributors with no established place of business in Wisconsin that distribute commercial feed into Wisconsin need one license (one license fee covers all out-of-state sites).
- A firm with out-of-state sites and just one site in Wisconsin needs one license for all sites.
- A firm with out-of-state sites and multiple sites in Wisconsin needs one license for all out-of-state sites plus an additional license for each Wisconsin site with manufacturing, labeling, or distribution activity.
- A Wisconsin Commercial Feed License is not required for entities distributing only:
  - Packaged commercial feed in the original packages of a Wisconsin licensee with the licensee's original label (considered retail sales).
  - Bulk commercial feed in the form received from a Wisconsin licensee and as labeled by that licensee (except when comingled with other bulk loads of the same ingredient).
  - Feeds custom-mixed at the request of the final purchaser, using commercial feeds obtained from Wisconsin-licensed suppliers.

#### **Important**

- Visit <https://mydatcp3.wi.gov> to renew your license and report tonnage online.
- Paper license applications and tonnage reports will be accepted. Visit our [website](#), download and print copies of the application forms, enter required information, and mail to DATCP with a check payment. You may contact the Feed Program at (608) 224-4537 or [datcpfeedlicense@wi.gov](mailto:datcpfeedlicense@wi.gov) to request paper forms be sent to you.
- If you do not wish to renew this license, please contact the Feed Program at (608) 224-4537 or [datcpfeedlicense@wi.gov](mailto:datcpfeedlicense@wi.gov) for instructions on cancellation.
- Commercial Feed Tonnage is reported annually by calendar year (January 1-December 31). The tonnage and inspection fee is either \$50.00 for amounts less than 200 tons or \$0.25 per ton on total amounts more than 200 tons of feed distributed in or into Wisconsin, whichever is greater.
- Current license holders will receive a renewal notice email. This email contains instructions for renewing the license, submitting tonnage, and completing payment.



**\* Regulatory consultants: Prior to submitting online applications for your clients, contact the Feed Program at (608) 224-4537 or [datcpfeedlicense@wi.gov](mailto:datcpfeedlicense@wi.gov) so we can provide online access to the businesses you work with. \***

[Applying for a New License? Click Here](#)

### Instructions for Existing MyDATCP users

If your Expiration Notice contains an email address under item 1), click “Log On” in the upper right corner of the screen and enter your registered email address and password to access your account. If you have forgotten your account’s password, click “Forgot Password?” and enter your email address. You will be prompted to answer the security questions that were set up when the account was created. If the answers are correct, a password reset link will be sent to the email address registered for your account.

**If you are unable to answer the security questions, you will need to contact the Commercial Feed Program at (608) 224-4537 or [DATCPFeedLicense@Wisconsin.gov](mailto:DATCPFeedLicense@Wisconsin.gov) for the account to be reset manually.**

### Renew License

- Existing customers renewing their license must submit a renewal application for each Commercial Feed License that they hold to continue operating for the next license year. To renew, navigate to the department’s online renewal portal: [MyDATCPv3](#).
- Click on “Log in/Register” in the upper right corner of the screen and then enter log in credentials on the far left if already have an account.
- New customers will complete the registration section in the middle to create a new online account.
- Click on the “My Services” tab to view all active, pending, and historical licenses.
- Expand the “Active” section to view current licenses and then expand “Feed License” to access the “Renew License” and “Submit License Tonnage” buttons.
- You will be taken to the “Applicant” screen. Verify that the company’s legal name is correct on this screen. Verify that the company’s DBA (if applicable) is correct and update if needed. If not present, enter the “Formation State” and “Formation Country” information.
- For internationally based companies, select the option “Not in US or Canada.” Click “Next” to continue.
- Customer’s address and contact:** Verify that the name and mailing address to which the license and future communications will be sent under “Contacts” is correct. No information is needed under “Additional Addresses.” If the contact information listed is outdated or incorrect, click “Remove,” then “Add” add new address information. Click “Next” to continue.
- License Contacts:** Verify that the name listed under the “License Contacts” heading is correct for the individual the license will be mailed to. If the contact listed is incorrect, click “Remove,” then “Add” to add your information that was entered on the previous screen. Make sure the ‘Send Material’ checkbox is checked or the license and other communication materials will not be sent. Leave the information displayed in the “Send Material To” dropdown menu set to “Do not send material to applicant.” Click “Next” to continue.
- License Location:** Verify that the physical address information is correct on this screen (License Location is read-only and not editable; if changes are needed, contact DATCP). The location will be blank for out-of-state licenses. Click “Next” to continue.



- **Activities:** Activities that were previously selected for a license will already be checked on the renewal application. Check any new activities that apply to this license that were not previously checked
- **Feed Product Labels:** This is only required for new products. Submit label(s) for new products by clicking the “Upload Label” button. Only PDF format labels are accepted.
- Revised labels for previously registered products which are sold or distributed in Wisconsin may be submitted this way by clicking “Update Label,” but submission through email ([DATCPFeed@Wisconsin.gov](mailto:DATCPFeed@Wisconsin.gov)) is the preferred method. Labels for products that are not new and have not undergone label revisions since the last submission are not needed. Click “Next” to continue.
- **Signature:** Verify that all the information entered on previous screens is correct, and then click “Sign Electronically” to approve your online application. After entering your signature, title, email, and phone, click “Submit.” The application will be finalized after it has been submitted and cannot be changed in the online system.
- After the renewal application is successfully submitted, the customer will be presented with an invoice screen and have an option to pay online or to print and mail a check with a copy of the invoice.
- Click the “Submit Payment” button to pay online, which will direct the customer to the “Make a Payment” page. (Please note: a convenience fee will be added to the total charge if you choose to pay using a debit or credit card.)
- You may choose to pay multiple fees together instead for each license individually.
- Instead of selecting the “Submit Payment” button, navigate back to “Home” page.
- Under the list of Unpaid Invoices, select all or the specific invoice to be paid and then click the “Submit Payment” button.

### Instructions for Submit Tonnage Report

- Customers must submit their tonnage for the previous year (January 1 to December 31) for the renewal application for a Commercial Feed License to be considered complete and issued.
- If you did not distribute feed into Wisconsin, submit a report indication zero tons. License will not be issued without a corresponding tonnage report.
- When an entity holds multiple Commercial Feed Licenses, tonnage must be submitted for each license individually online. After completing tonnage for one license, the user can return to the “My Services” tab and open the next license to submit tonnage for each subsequent license
- Navigate to your “My Services” tab. Click the “Renew” link next to the listed Commercial Feed Tonnage number under “My Active Licenses” to expand the license that needs tonnage reported. Click the “Submit License Tonnage” button. You will then be taken to the “Applicant” screen.
- Verify that the company’s legal name is correct on this screen. Verify that the company’s DBA (if applicable) is correct, and update if needed. Click “Next” to continue.
- **Contact Information:** On this screen, verify that the name and mailing address to which the license and future communications will be sent under “Contacts” is correct. No information is needed under “Additional Addresses.” If the contact information listed is outdated or incorrect, click “Remove,” then “Add” to add your name and new address information. Click “Next” to continue.
- **License Contacts Screen:** On this screen, verify that the name listed under the “License Contacts” heading is correct for the individual the license will be mailed to. If the contact listed is incorrect, click “Remove,” then “Add” to add your information that was entered on the previous screen. Make sure the “Send Material” checkbox is checked or the license and other communication materials will not be sent. Leave the information displayed in the “Send Material To” dropdown menu set to “Do not send material to applicant.” Click “Next” to continue.



- **Tonnage Screen:** Select the appropriate categories and enter the number of tons for each category. The total tons will auto-calculate.
- If the customer is reporting zero tons for a license, do not select any of the mixed feed or ingredient items so that none of these categories are added.
- **Signature screen:** Verify that all the information entered on previous screens is correct, and then click “Sign Electronically” to approve your online application. After entering your signature, title, email, and phone, click “Submi.” The application will be finalized after it has been submitted and cannot be changed in the online system.
- After the tonnage application is successfully submitted, the customer will be presented with the invoice with applicable tonnage fees due, which they may choose to pay online, individually or together with other invoices, or to print and mail with their payment.

### Submit Payment

- Navigate to your “My Invoices” tab. The invoices for your annual licensing and tonnage fees will be displayed. Click “Submit Payment” to pay online immediately in US Bank’s online portal via credit card (an additional 2.5% convenience fee applies) or ACH transfer (no convenience fee).
- Otherwise, click “Print Invoice” at the top right of the page to print a paper copy. The invoices will remain available to view and print from your account in your “My Invoices” tab at the top of the page.
- To return payment by mail, send the payment coupon attached to the bottom of your printed invoice along with a check for the listed renewal fees made out to the Wisconsin Department of Agriculture, Trade and Consumer Protection (or DATCP) to:

**Make check payable to: DATCP**

**Mail the form and check to: DATCP, Box 93598, Milwaukee, WI 53293-0598**

- You may “Log Off” at any time. You may also pay online later by visiting [MyDATCPv3](#) and clicking “Pay Online” at the top left of the screen, enter the payment code (Find it on the top right of the invoice) and click “Next” to continue to the payment portal.

Registrants must complete license renewals online or by mail and submit all renewal fees by February 28.

**(Applications submitted after the due date must pay additional late fees.)**

Licenses will be issued as applications are processed in the order they are received.

If you have any questions, please contact us at:

**Phone: (608) 224-4537**

**Email: [DATCPFeedLicense@Wisconsin.gov](mailto:DATCPFeedLicense@Wisconsin.gov)**