

MICHIGAN DEPARTMENT OF AGRICULTURE  
 PESTICIDE & PLANT PEST MANAGEMENT DIVISION  
 PO BOX 30776 (if payment is due), PO BOX 30017 (if no payment is due)  
 LANSING, MICHIGAN 48909  
 Phone: (517) 284-5645 FAX: (517) 335-4540  
[www.michigan.gov/mda-fertilizer](http://www.michigan.gov/mda-fertilizer)

**COMMERCIAL FERTILIZER INSPECTION & GROUNDWATER PROTECTION  
 FEE PAYMENT REPORT**

This form must be used to report inspection fees as required by Act 451, Part 85, Fertilizers, and groundwater protection fees as required by Act 451, Part 87. All licenses and registrants are required to file this report with the Michigan Department of Agriculture & Rural Development even if no inspection fees are incurred. Check the following table for accuracy and correct if necessary.

<b>Reporting Period</b>	From: _____ To: _____	<b>Telephone</b> ( ) ( )	<b>IMPORTANT !</b>
Registrant / Licensee Address          <b>Make Address Corrections Here:</b>		If filing "0" tons, explain in the space below why no fertilizer was sold in MI during this reporting period. (Ex.: No sales in MI during this period or XYZ Fertilizer Company collects all tonnage fees at time of our purchase.)	
		Explanation:	
		Email Address :	

Use the attached **Specialty and Agricultural Fertilizer Worksheets** to calculate fees and record appropriate values in the following table.

Column Totals and Fees from Attached Worksheets	Total Amount (Tons or Cu. Yards)	Inspection Fees (\$)	Groundwater Protection Fees (\$)
Specialty Fertilizer & Soil Conditioner Inspection Fee	(1)	\$ (2)	
Peat & Peat Moss Inspection Fee	(3)	\$ (4)	
Agricultural Fertilizer Inspection Fee	(5)	\$ (6)	
Agricultural Nitrogen Groundwater Protection Fee	(7)		\$ (8)
<b>Fee Totals</b>		\$	\$
<b>If Applicable, Late Fee @ 10% of Inspection Fees or \$50 minimum</b>		\$	
<b>Total Inspection Fees and Groundwater Protection Fees</b>		\$	\$
<b>TOTAL FEES ENCLOSED (U.S. DOLLARS)</b>			\$

Sign and return this form along with a CHECK PAYABLE to the STATE OF MICHIGAN to the above address. To avoid late filing fees, this form must be received by July 31 when reporting for the period of January 1 to June 30 and by January 31 when reporting for the period of July 1 to December 31. ***A LATE FEE will be assessed for any report not filed by the due date.*** Payments due of less than \$5.00 are waived and refunds of less than \$5.00 will not be processed unless requested in writing.

I HEREBY CERTIFY THIS REPORT TO BE CORRECT.

---

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





# INSTRUCTIONS

## General Information

Completion and return of the fee payment report form is required even if no inspection fees are incurred by the registrant or licensee. Keep tonnage related records for at least 3 years for possible auditing.

- If a manufacturer is reporting and paying tonnage fees for other registrants or licensees, those registrants or licensees **must** attach to the report a listing of the companies reporting and paying tonnage on their behalf. Include the company's name and address along with the products and approx. tonnage this company will be reporting on your behalf. The manufacturer will then be responsible for reporting and paying this tonnage for each registrant/licensee on an **individual** basis.
- The inspection fee does not apply to registered specialty fertilizer or soil conditioner products sold or distributed **ONLY** in packages of 10 pounds or less.
- **Specialty Products** are those fertilizer, micronutrient, soil conditioner, and peat or peat moss products that are intended for NON-FARM USE (ie: lawn and garden). Soil conditioner products must be reported in tons.
- **Agricultural Fertilizer** is fertilizer and micronutrients used solely for FARM USE.
- Report tonnage to the nearest tenth of a ton (ie 6.4 tons not 6.37 tons).

## Page 1 - Registrant/Licensee Information and Summary Table

- **Reporting Period** - Complete this box for the period that the tonnage report represents.
- **Company Information** - Verify that information is correct and make any necessary changes to address, phone, etc. *Please include the appropriate Federal I.D. number (tax number) for the registrant/licensee filing the report.*
- **"0" Report** - If reporting "0" tons of fertilizer sold during this period, give an explanation in the space provided.
- **Summary Table** - Use the worksheets within the document to calculate the tonnage and fees. Transfer these values into the appropriate boxes in the summary table (*the numbered boxes in the table correspond with appropriate boxes in the worksheets*).
- **Late Fee** - A late fee will be assessed if the report is not postmarked by the filing deadline - even if no fees would otherwise be owed. The late fee is 10% of the Inspection Fees or \$50.00, whichever is greater.
- **Payment** - Payments due of less than \$5.00 are waived and refunds of less than \$5.00 will not be processed unless requested in writing.  
**MAKE CHECKS PAYABLE TO: STATE OF MICHIGAN**
- **Certification** - Provide the date of completion and name and title of the party responsible for completing and submitting the report.

## Page 2 - Commercial SPECIALTY Fertilizer and Soil Conditioner Tonnage Worksheet

- **Product Information** - Indicate the Grade/Analysis for each fertilizer material or soil conditioner being distributed for NON-FARM USE. Indicate the container of distribution (bag, bulk, liquid/fluid) and the TONS distributed for each.
- **Box 1** - Total tonnage for all specialty fertilizer and soil conditioners distributed.
- **Box 2** - Inspection Fee of \$0.10/Ton assessed on total specialty fertilizer and soil conditioner tonnage (Box 1 X \$0.10).
- **Box 3** - Total peat & peat moss distributed, reported in Cubic Yards. Soil conditioners must be reported in Tons.
- **Box 4** - Inspection Fee of \$0.02/Cubic Yard assessed on total peat & peat moss volume (Box 3 X \$0.02).
- **Summary Table** - Transfer the information in Boxes 1-4 to the corresponding boxes in the summary table on the front page.

## Page 3 - Commercial AGRICULTURAL Fertilizer Tonnage Worksheet

- **Product Information** - Indicate the Grade/Analysis for each fertilizer material being distributed for FARM USE. Indicate the container of distribution (bag, bulk, liquid/fluid), the TONS distributed for each Grade, the percent Nitrogen for each Grade, and the calculated Nitrogen Tons for each Grade. Report basic ingredients for custom blend products, not each individual Grade.

➤ **Example Agricultural Nitrogen Tons calculation: (Ag Fertilizer Tons) X (%N) : 25 Tons of 16-24-24 : (25 Tons) X (.16) = 4**

- **Box 5** - Total tonnage for all agricultural fertilizer distributed.
- **Box 6** - Inspection Fee of \$0.10/Ton assessed on total agricultural fertilizer tonnage (Box 5 X \$0.10).
- **Box 7** - Total calculated agricultural nitrogen for all agricultural fertilizer distributed.
- **Box 8** - Groundwater Protection Fee of \$1.50/%N/Ton of fertilizer assessed on total agricultural nitrogen (Box 7 X \$1.50).
- **Summary Table** - Transfer the information in Boxes 5-8 to the corresponding boxes in the summary table on the front page.