



# ANIMAL FEED

## Common feed tonnage reporting errors (electronic)

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The Michigan Department of Agriculture and Rural Development (MDARD) requires an inspection fee on all commercial animal feed sold or distributed in Michigan. Those manufacturers and/or distributors required to pay these fees must report them using the Michigan Commercial Feed Inspection & Tonnage Fee Report Form (ITFR). The annual reporting period is from July 1 through June 30. The ITFR form is available in both [electronic](#) and [print](#) versions; however, this form highlights common errors made when filling out the form electronically.

### Regulatory authority:

- [Feed Law, Act No. 120, P.A. of 1975, as amended](#)

### Common reporting errors when filing an ELECTRONIC tonnage report:

- When inputting your firm information, do not confuse your feed license number with your Tax-ID number or EIN. Your feed license number is the four-digit number found on the [Michigan Feed License List](#).
- If a late fee applies, enter the postmark date on page 1.
- Your reporting period should include both years that apply. An example is included on Line 6.
- Leave the postmark date blank.
- While numbers may match in Sections B, C, and D, the tonnage type is different. Section B is for tons manufactured in Michigan, Section C is for tons distributed into Michigan, and Section D is for Customer Formulated Feed (CFF).
- Percentages tables should total 100 percent. Double check your math before submitting your report.
- When filling out Section F and Section G, do not list unlicensed firms and fill out every line with each firm's complete address.
- Do not skip Section H. Completing this section is a useful tool to ensure calculations are done correctly when filling out the form by hand.
- When filling out Section I, the Inspection and Tonnage Fee owed should be a dollar figure, not a percentage.
- Review each section carefully and fill in all applicable sections. The Zero Report Explanation box and Signature Line are often overlooked at bottom of form.

For additional information, see the [Feed Inspection & Tonnage Fee Report FAQ](#). To learn more about Michigan's feed program, visit [www.michigan.gov/mdard-feed](http://www.michigan.gov/mdard-feed).