

STATE OF MISSISSIPPI

2016-2017 ANNUAL FERTILIZER REGISTRATION INSTRUCTION SHEET

ALL BRANDS AND GRADES OF FERTILIZER

TO ALL FERTILIZER REGISTRANTS: THE MISSISSIPPI COMMERCIAL FERTILIZER LAW OF 1970 REQUIRES THE REGISTRATION OF ALL FERTILIZER PRODUCTS AND THE PAYMENT OF REGISTRATION FEES FOR EACH BRAND BY JULY 1 OF EACH YEAR.

PRODUCT REGISTRATION:

THE STATE OF MS ONLINE REGISTRATION SYSTEM ALLOWS YOU TO APPLY FOR PERMITS, REGISTER PRODUCTS, UPLOAD LABELS, ACTIVATE AND INACTIVATE PRODUCTS, PRINT PERMITS, PAY FEES, ETC. WE ENCOURAGE YOU TO USE THIS SYSTEM FOR ALL YOUR FERTILIZER PERMIT AND PRODUCT NEEDS. THIS SITE CAN BE FOUND AT:

https://www.ms.gov/mdac/registration_suite/

WE WILL BE HAPPY TO HELP YOU ACCESS THE ONLINE SYSTEM. CONTACT US AT bpifflsp@mdac.ms.gov OR (888)257-1285.

1. IF YOU CHOOSE TO MANUALLY REGISTER YOUR COMPANY AND PRODUCTS, FORMS NEEDED CAN BE DOWNLOADED AND PRINTED FROM: www.mdac.ms.gov. **FORMS NOT SUPPLIED BY MDAC WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU WITH YOUR PAYMENT.**
 2. SCROLL OVER THE GOLD "PUBLICATIONS AND FORMS" HEADER AND THEN CLICK ON THE "FORMS" TAB.
 3. UNDER THE "BUREAU OF PLANT INDUSTRY" HEADER, CLICK "FEED FERTILIZER LIME & PLANT AMENDMENTS" TAB. YOU WILL NEED TO PRINT THE FOLLOWING FORMS:
 - FERTILIZER PERMIT REGISTRATION FORM (NOTE: USE THE CORRECT FORMS FOR CUSTOM-MIXED, COMMERCIAL FERTILIZER, OR SOIL & PLANT AMENDMENT)
 - IF ADDING A NEW PRODUCT PRINT THE "COMMERCIAL FERTILIZER REGISTRATION" FORM
 4. SUBMIT **ONE (1)** COPY OF EACH PRODUCT LABEL (**new products only**) EITHER BY PAPER FORM, CD, JUMP DRIVE, OR BY UPLOADING LABELS DIRECTLY ON THE ONLINE REGISTRATION SYSTEM FOR EACH PRODUCT REGISTRATION.
 5. PLEASE RETURN YOUR PRODUCT LIST WITH YOUR REGISTRATION FORM, AND HIGHLIGHT ANY PRODUCTS YOU WISH TO REMOVE FROM THE ACTIVE PRODUCT LISTING.
 6. THERE IS NO FEE FOR PERMIT REGISTRATION, ONLY FOR PRODUCTS.
- **FERTILIZER:** THE REGISTRATION FEE FOR EACH GRADE OR BRAND SOLD IN PACKAGING WEIGHING LESS THAN 10LBS IS \$50.00; PRODUCTS SOLD IN PACKAGING OF 10LBS OR GREATER REQUIRE A \$10.00 FEE PER GRADE. FOR PRODUCTS SOLD IN BOTH WEIGHT CATEGORIES, THE FEE REGISTRATION FEE IS \$50.00.

- **CUSTOM MIX:** PERMIT FEES ARE BASED ON TOTAL TONS SOLD DURING THE PREVIOUS REGISTRATION YEAR.

| <u>TONNAGE SOLD IN PREVIOUS 12 MONTHS:</u> | <u>ANNUAL REGISTRATION FEE:</u> |
|--|---------------------------------|
| LESS THAN 500 | \$ 50.00 |
| 501 - 1,000 | \$ 75.00 |
| 1,001 – 1,500 | \$ 100.00 |
| 1,501 – 2,500 | \$ 150.00 |
| 2,501 – 3,500 | \$ 200.00 |
| 3,501 – 5,000 | \$ 250.00 |
| 5,001 – OVER | \$ 300.00 |

- **SOIL & PLANT:** THE REGISTRATION FEE FOR SOIL & PLANT PRODUCTS IS \$25.00. THE REGISTRATION FEE IS \$75.00 FOR PRODUCTS OFFERED FOR SALE ONLY IN PACKAGES LESS THAN 10 POUNDS OR 1 GALLON. IF YOU ARE REGISTERING PRODUCTS THAT FALL IN BOTH CATEGORIES THE TOTAL FEE IS \$75.00.

YOUR PROMPT ATTENTION TO THIS MATTER IS VERY IMPORTANT SINCE ALL REGISTRATIONS WHICH HAVE NOT BEEN RENEWED WILL BE CANCELLED. AFTER CANCELLATION HAS BEEN MADE, A **“STOP SALE”** WILL BE PLACED ON ALL NON-REGISTERED PRODUCTS FOUND IN MISSISSIPPI.

ALL DELINQUENT TONNAGE REPORTS, TONNAGE FEES, AND DELINQUENT PENALTIES MUST BE RECEIVED IN OUR OFFICE BEFORE REGISTRATIONS WILL BE APPROVED AND PERMITS ISSUED.

QUARTERLY FERTILIZER TONNAGE REPORTING

1ST FISCAL QUARTER – JULY, AUGUST, SEPT. (REPORT OCT 1-31)

2ND FISCAL QUARTER – OCT, NOV, DEC. (REPORT JAN 1-31)

3RD FISCAL QUARTER – JAN, FEB, MARCH (REPORT APRIL 1-30)

4TH FISCAL QUARTER – APRIL, MAY, JUNE (REPORT JULY 1-31)

QUARTERLY TONNAGE REPORTS ARE DUE WITHIN 30 DAYS OF THE CLOSE OF EACH FISCAL QUARTER, EVEN IF NO SALES WERE RECORDED. LATE REPORTS ARE ASSESSED A 10% PENALTY OF AMOUNT DUE OR NO LESS THAN \$10.00.

REPORT TONNAGE BY USING EITHER OUR ONLINE SYSTEM, FORM #0978 OR OUR EXCEL BASED TONNAGE SPREADSHEET ON THE BPI FORMS PAGE. EMAIL REPORTS TO fllsp@mdac.ms.gov

IF NOT UTILIZING OUR ONLINE SYSTEM YOU ARE REQUIRED TO USE THE FORMS SUPPLIED BY THIS OFFICE OR THE EXCEL BASED ELECTRONIC FORM WHICH CAN BE FOUND AT [WWW.MDAC.MS.GOV](http://www.mdac.ms.gov) UNDER THE “PUBLICATIONS & FORMS TAB”. REPORTS ON FORMS NOT SUPPLIED BY THIS OFFICE WILL BE RETURNED ALONG WITH PAYMENT. IF YOU NEED ASSISTANCE OR WOULD LIKE A LINK TO OUR ONLINE REPORTING SYSTEM CONTACT US AT THE ABOVE EMAIL ADDRESS OR BY CALLING 662-325-6628.