

## COMPLETING A REMITTANCE FORM

1. a) Filled out each month for all cattle bought the previous month  
b) You have until the 15<sup>th</sup> of the following month to send in the form and money. (EXAMPLE: You buy cattle in January, you have until February 15<sup>th</sup> to send the form and money.)
2. a) For businesses- Federal Identification Number. Whatever number you use to file with IRS is the number to be used.  
b) For individuals- use your social security number.
3. This is your company's name or your own name if you buy as an individual.
4. Fill in the information where you do business: use business address if work for company, or home address and phone if you buy as an individual.
5. The month in which cattle were actually bought.
6. This is where the cattle were raised. If they were raised in another state, write in the abbreviation of the state they were raised. If they were raised in your state, write your state's abbreviation in this column. If they came from another state, but have been in your state longer than 30 days, write your state's abbreviation in this column.
7. This is the total number of cattle you bought.
8. a) Cattle for which you received a non-producer status form.  
b) Cattle which you purchased from an auction market.
9. This is the number of animals on which you collect checkoff dollars. It is the total number of animals minus those not assessed in the checkoff.
10. This is the total amount of money owed on cattle in this transaction per each state of origin.
11. This is a grand total for the entire month. Write a check for this amount.
12. Send the white and yellow copies (or two copies if using form from website) along with the check to the address shown on this form.
13. You can be subject to two penalties:
  - a) a penalty associated with non-compliance with the terms of the law (i.e. up to \$5,000 per violation.)
  - b) a penalty associated with fraudulent use of a government form (i.e. a fine up to \$10,000 and imprisoned up to five years.
14. Failure to remit the checkoff assessments by the appropriate date will result in an assessment of a late payment charge of 2% per month, compounded monthly until amount due and the late payment charges are paid in full.
15. Write today's date.
16. Print your name, title and sign where designated.
17. Keep the pink copy (or make a third copy from the website) for your records.



