

Completing a Monthly Remittance Form

The monthly remittance form is filled out each month for all cattle bought the previous month. You have until the 15th of the following month to send in the form and money. EXAMPLE: You buy cattle in January; you have until February 15th to send the form and money.

- #1. a) For businesses-Federal Identification Number, or whatever used to file with the IRS
b) For individuals-Social Security Number
- #2. Company name, or your own name if individual
- #3. Fill in information from where you do business; business address if company, home address if individual
- #4. The month in which cattle were actually bought.
- #5. The state where the cattle resided for at least 30 days prior to the sale.
- #6. Total number of cattle purchased.
- #7. Cattle for which you received a non-producer status form, or purchased from an auction market.
- #8. This is the number of animals on which you collect checkoff dollars. It is the total number of animals (#6) minus those not assessed (#7).
- #9. This is the total amount of money owed on cattle per state of origin. Multiply the number under #8 times \$1.00.
- #10. This is the grand total for the entire month. Write a check for this amount.
- #11. Send the **white and yellow copies** along with the check to this address. Keep the pink copy for your records.
- #12. Write today's date. Note: 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 is paid in full.
- #13. Print your name and title, and sign where appropriate.

Failure to comply with the Beef Promotion Act and Order is subject to two penalties:

- a) Civil penalty of up to \$5,500 per violation.
- b) Fraudulent use of a government form a fine up to \$10,000 and imprisonment of up to 5 years.

KEEP YOUR COPY OF REMITTANCE FORM AND ALL PAPERWORK FOR 3 YEARS



Beef Promotion and Research Program

A program designed to increase demand of beef.



MONTHLY REPORT AND REMITTANCE OF AMOUNT DUE FOR ALL CATTLE PURCHASED OR MARKETED

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0093. The time required to complete this information collection is estimated to average 1.8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, or protected genetic information. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

I.D. NO.: ①

Company: ②

Address: ③

City: _____ State: _____ Zip: _____

Business Phone #: _____

Information is required by (7 CFR 1260.201).
Failure to report can result in a fine. Information is held confidential (7 CFR 1260.203).

Following is a report on cattle purchased or marketed and the monies collected during the month of ④, 20_____.

Instructions: Please identify by state of origin the following information on cattle that were marketed through you or your company and/or marketed by you or your company as beef or beef products.

| CATTLE AND CALVES | | | | | | | OFFICE USE ONLY |
|---|-------------------------------|-----------------------------|-----------------------------------|---------------|-------|---|-----------------------|
| State of Origin | Total Number of Head Marketed | Number of Head NOT Assessed | Number of Head per State Assessed | Rate Per Head | TOTAL | | |
| ⑤ | ⑥ | ⑦ | ⑧ | x \$1.00 | = ⑨ | | |
| | | | | x \$1.00 | = | | |
| | | | | x \$1.00 | = | | |
| | | | | x \$1.00 | = | | |
| | | | | x \$1.00 | = | | |
| | | | | x \$1.00 | = | | |
| | | | | x \$1.00 | = | | |
| | | | | x \$1.00 | = | | |
| TOTAL | TOTAL | TOTAL | | | | ⑩ | |
| Amount remitted with this report | | | | TOTAL | | | |

Send this report and a check in the amount shown on line above payable to: **Wisconsin Beef Council, Inc.**
P.O. Box 388
Monticello, WI 53570-0388 ⑪

The report and assessments must be remitted by the fifteenth day of the month following the month in which the cattle were marketed.
I declare under the penalties provided by law, that this report has been examined by me and to the best of knowledge and belief is a true, correct and complete report. I also certify that I am authorized to sign this report.

⑫ _____ DATE

⑬ _____ RESPONDING OFFICIAL'S NAME (PRINT)

TITLE (PRINT) SIGNATURE

FORWARD ORIGINAL AND CANARY COPIES WITH REMITTANCE
RETAIN PINK COPY FOR YOUR RECORDS