



New York State Annual Tonnage Reporting – Excel Application Instruction Sheet

SHIPPER CODE or LICENSE # (Establishment Number)	Company (Shipper) Entry Name	Name	Phone	Notes
Total Tons	0.00	Authorized Representative	Date	
Fee Due		GRADE	1 = Bag 2 = Bulk 3 = Liquid	1 = Farm 2 = Nonfarm
Fertilizer Year	January 2019 - December 2019	% Nitrogen	% Phosphate	% Potash
Report Period	Jan-Dec	Quantity	Units	Container
Fertilizer Code	Fertilizer Common Name	1 = None 2 = Exempt	1 = Fee Applies 2 = Exempt	County
				Fee Code
				Company's License Number
				Company's Name and Address, City, State and Zip

Submitting the Electronic Excel Fertilizer Tonnage Report

- Download the excel file from the [NYS Department of Agriculture and Markets \(NYSDAM\) website](#); or directly at [Electronic Excel Fertilizer Tonnage Report](#)
- Save the excel file application as:
 - Tonnage_NYSDAM_JanDec2019_your company's shipper code (or license number).
i.e. Tonnage_NYSDAM_JanDec2019_000000
- Begin to populate the application with your company's data; save frequently
- Enter shipper code (six figure # assigned to your company by NYSDAM) or license number.
- Enter your company's name
- Select the fertilizer code* from drop down menu in the first column
 - Select fertilizer code 'exempt' if an item is produced for **another licensed** company
 - Select fertilizer code 0 if the item is 'identified by grade'
 - Grade information[†] (N-P-K) must be hand entered if code 0 is used
 - To delete a data entry mistake in the fertilizer code field:
 - Select the single **cell** with fertilizer code, right click and clear contents
- A default value will auto-populate many fields once a fertilizer code is selected from the drop-down menu; verify the information is accurate for your selection
 - Quantity is NOT auto-populated so data must be hand typed/entered
 - County is NOT auto-populated so data must be selected from a drop-down menu
- Enter quantity in TONS
- Select the county code* from the drop-down menu; county where the product was distributed
- If fee code = 1, **YOU CAN STOP HERE**
- If fee code = 2, fill in the other licensee's information for whom the fertilizer was produced.
- REPEAT steps 6 – 11 until all fertilizers have been entered. (Max. fill data to line #2067. Red fill line in file.)
- Authorize the document by typing in name, phone and email of authorized representative

*Please reference the enclosed code sheet for fertilizer code and county code information

[†]Grade information can only be one decimal place (10.0-10.0-10.0); **round if necessary**

New York State Annual Tonnage Reporting – Paper Tonnage Form Instruction Sheet

14. Save application
15. Print a copy for your records; print preview will allow you to determine how many pages to print
16. Email the completed excel file application to Plant.Tonnage@agriculture.ny.gov
by February 1st
 - a. Subject line should include the word TONNAGE, your company name and shipper code or license number.



Completing and Submitting a paper Tonnage Report

- Verify that the name and address on the report is correct. If there are any changes, cross out the incorrect information and write the changes above.
- Enter the appropriate fertilizer material code, fertilizer common name and the grade information in the N-P-K columns. Refer to the enclosed code sheet for the correct fertilizer material codes. If the product is identified by grade, enter code zero (0) in the Fertilizer Code column.
- **Tons:** enter the quantity of tons distributed.
- **Container:** Enter “1” if the product was bagged, “2” if the product was bulk or “3” if the product was liquid.
- **Use:** Enter “1” if the product was intended for farm use or “2” if it was intended for non-farm use.
- **Pesticides:** Enter “1” if the product contained no pesticides or “2” if it contained some pesticides (insecticides, herbicides, etc.).
- **County Code:** Enter the code for the county in which the product was distributed. Refer to the enclosed county code listing for the correct county code.
- **Exempt:** Enter “Y” if you sold fertilizer to another licensed fertilizer distributor. Otherwise, enter “N”. No fee is due for Exempt tonnage.
- **Distributor’s Name and Address:**
 - If you entered “Y” in the Exempt column, enter the name and address of the distributor to whom you sold the fertilizer.
 - If you entered “N” in the Exempt column, leave this section blank.
- **Miscellaneous row:** If less than 50 tons of a grade were sold, the N-P-K and tonnage values may be entered individually or combined under this heading.
- **Totals and Fees:** Multiply the Total Tons x \$0.10 per ton to get the Total Fees Due. If total tons are greater than zero, but less than 500 a minimum fee of \$50.00 is due. If no fertilizer (0 tons) was distributed in New York State, enter 0 in the **January – December Total Tons section**. No fee is due in this case, but you must still submit the report. Tons marked as exempt should not be included in the Total Tons.

Signature, Title and Date: Please sign the report, enter your official title

Once the tonnage report is completed, calculate the fee due and send back the paper report, a completed Payment Form, and payment (check or **original ink signature** Credit Card Payment Authorization Form) to the Department. DO NOT FAX or email the Credit Card Payment Authorization Form.

*Please reference the enclosed code sheet for fertilizer code and county code information

†Grade information can only be one decimal place (10.0-10.0-10.0); **round if necessary**