

New York State Annual Tonnage Reporting Excel Application Instruction Sheet

SHIPPER CODE OR LICENSE # (Establishment Number)	Company (Shipper) Entity Name										Notes		
	Authorized Representative												
Total Tons	0.00	GRADE		1 = Bag	1 = Farm	1 = None	1 = Fee Applies	Party responsible for tonnage fee if tonnage is exempt and fertilizer was not sold to an end user (fee code = 2)					
Fee Due	5	GRADE		2 = Bulk	2 = Nonfarm	2 = Some	2 = Exempt						
Fertilizer Year	January 2020-December 2020	GRADE		3 = Liquid	2 = Nonfarm	2 = Some	2 = Exempt						
Report Period	Jan-Dec	GRADE		1 = Tons	2 = Nonfarm	2 = Some	2 = Exempt						
Fertilizer Code	Fertilizer Common Name	% Nitrogen	% Phosphate	% Potash	Quantity	Units	Container	Use	Pesticide	County	Fee Code	Company's License Number	Company's Name and Address, City, State and Zip
0													

Submitting the Electronic Excel Fertilizer Tonnage Report.

1. Download the excel file from the NYS Department of Agriculture and Markets (NYSDAM) website; <https://agriculture.ny.gov/plant-industry/commodities-program#fertilizer-tonnage-reporting> or directly; [Electronic Excel Fertilizer Tonnage Report](#)
2. Save the excel file application as:
 - a. Tonnage_NYSDAM_JanDec2020_your company's shipper code (or license number).
i.e. Tonnage_NYSDAM_JanDec2020_000000
3. Begin to populate the application with your company's data; save frequently
4. Enter shipper code (six figure # assigned to your company by NYSDAM) or license number.
5. Enter your company's name
6. Select the fertilizer code* from drop down menu in the first column
 - a. Select fertilizer code 'exempt' if an item is produced for **another licensed** company
 - b. Select fertilizer code 0 if the item is 'identified by grade'
 - i. Grade information† (N-P-K) must be hand entered if code 0 is used
 - c. To delete a data entry mistake in the fertilizer code field:
 - i. Select the single **cell** with fertilizer code, right click and clear contents
7. 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
 - a. Quantity is NOT auto-populated so data must be hand typed/entered
 - b. County is NOT auto-populated so data must be selected from a drop-down menu
8. Enter quantity in TONS
9. Select the county code* from the drop-down menu; county where the product was distributed
10. If fee code = 1, **YOU CAN STOP HERE**
11. If fee code = 2, fill in the other licensee's information for whom the fertilizer was produced.
12. REPEAT steps 6 – 11 until all fertilizers have been entered. (Max. fill data to line #2067. Red fill line in file.)
13. Authorize the document by typing in name, phone and email of authorized representative
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.

*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**

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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.