

New York State Annual Tonnage Reporting – Excel Application Instruction Sheet

ENTER YOUR SHIPPER CODE HERE (a.k.a. Establishment Number)		NY Company (Shipper) Entity Name			Name			Phone			Notes					
		Authorized Representative			Email			Date								
Total Tons	0.00	GRADE			1 = Bag			1 = Farm			1 = Fee Applies					
Fee Due	\$ -				2 = Bulk			2 = Norfarm			2 = Some			2 = Exempt		
Fertilizer Year	January2016-December2016				3 = Liquid			1 = None			2 = Exempt			Party responsible for tonnage fee if tonnage is exempt and fertilizer was not sold to an end user (fee code = 2)		
Report Period	Jan-Dec				1 = Tons			2 = Some								
0	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		

Submitting the Excel electronic tonnage form.

1. Download the excel file from the NYS Department of Agriculture and Markets (NYS DAM) website  
<http://www.agriculture.ny.gov/PI/Commodities.html>
2. Save the excel file application as:
  - a. Tonnage\_NYSDAM\_JanDec2016\_your company's shipper code.  
 i.e. Tonnage\_NYSDAM\_JanDec2016\_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)
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 fertilizer's have been entered
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](mailto:Plant.Tonnage@agriculture.ny.gov) by **February 1<sup>st</sup>**
  - a. Subject line should include the word TONNAGE, your company name and shipper code

\*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**

### 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.