

Kentucky Commercial Feed Tonnage Report Instructions

Tonnage reports are required and used exclusively for two purposes. The report is a means for feed manufacturers and ingredient suppliers to report and pay the required inspection fees. Secondly, it gathers information for the publication of the annual report concerning the sales, production and use of commercial feed. The report does not list or disclose any individual feed products sold by a dealer or manufacturer. The instructions below should assist in completing the report.

The report is to be filed quarterly covering feeds manufactured or sold during the previous three months (1st, Jan. – Mar.; 2nd, Apr. – June; 3rd, July – Sept.; 4th Oct. – Dec.). About one week before each quarter ends, the manufacturer or ingredient supplier will receive the tonnage report from the Division of Regulatory Services. The envelope will include a blue form, a white form and a self-addressed envelope. Return the completed blue form to the Division of Regulatory Services. Information on the label of the blue form allows the Division to accurately record and process the information. Keep the white form, or a copy of the original, as part of business records.

The upper right hand corner of the blue form lists the address, telephone and FAX number of the Division of Regulatory Services. Just below that is the “payable to” information for completing payments sent for inspection fees. Inspection fees are payable in U.S. dollars. Below the payable information are listed the delinquent dates for each reporting quarter. Mail the completed blue form and payment no later than the delinquent date to avoid paying the penalty fee. Otherwise, the total payment must include the inspection fee plus penalty fee.

Table 1 provides for recording tonnage information for formula feeds. These are feeds regularly made and sold, not feeds made as a specified formula at the request of a customer (called Customer Formula Feed). List the tons sold by feed class for the formula feed. When a feed is suitable for more than one class (those made for different species), a single feed class may be used. However, it is preferred that the tonnage be proportioned between feed classes. For example, if 100 tons of a single feed, formulated for both beef and horses, made during the quarter and its estimated that 80% sold for beef feed and 20% sold for horses, then 80 tons (line 09) is reported as beef feed and 20 tons (line 18) is reported as horse feed. List the tons of feed sold during the quarter on the applicable line. Place tonnage on line 26 (Other) for an unrepresented species class (e.g., goat, llama, ostrich, etc.). Add all of the tons and enter it in the Total Tons line at the bottom of the column and on line A of Totals section.

Table 2 allows the reporting firm to claim credit for inspection fees paid by a seller whether as part of an invoice or other agreement. The seller should provide this information to the buyer, and if possible, the company number assigned by the Division of Regulatory Services should be included with information listed in Table 2. List the name, city and state of each seller followed by the total tonnage used for the quarter. Total the tons in Table 2, place the total on Total Tonnage Credit line, and on line B of Totals section.

Table 3 lists tonnage of feed ingredients sold. The “Exempt” column lists ingredient tonnage sold to others who will be responsible for paying the inspection fee. The “Non-exempt” column lists ingredient tonnage in which inspection fees are due from the firm filing the tonnage report. Total the “Non-exempt” column, place this number on the line designated “Total Non-exempt Tonnage”, and on line D of the Totals section.

For ingredients sold as “exempt”, list the registered buyers company number, city and state, and the total tons sold during the quarter in Table 5. Table 5 must account for the total tons declared as “Exempt” in Table 3.

Table 4 reports tonnage information for custom mix feeds (those feeds where the customer requests a mixture of ingredients). The first line (line 84) is for listing the total tons of all custom mix feeds made. The second line (line 85) is for listing tons of any grain used in custom mix feeds sold by the manufacturer. You should also enter the amount on line 85, on line E in the Totals section. Note, tonnage fees do not apply to the total tons of customer formula feed because fees for ingredients are paid when purchased (Table 3 “Non-exempt”) or the ingredients were not commercial feeds prior to mixing.

The Totals section may now be completed. Subtract the number on line B from the number on line A and place on line C. Now add lines C, D and E and place this number on line F. Determine the inspection fee due by multiplying the number on line F by 0.35 (represents \$0.35 per ton) and place on line G. If the calculated inspection fee is less than \$25.00 then \$25.00 should be entered on line G. Reports postmarked after the delinquent date must include the late fee. The minimum penalty is \$25.00, or 10% of the total amount on line G; list the penalty on line J. Add lines G and H and place that amount on line I. Now add lines I and J to calculate the total amount due and place on line K. The payment for fees should be in US dollars, payable to “**University of Kentucky**” and enclosed with the blue form.

The person preparing the report needs to complete and sign the certification section. The report certification section certifies the report as accurate to ensure compliance with KRS 250.561(3). If questions arise then we can contact this individual.

Copy or record the information listed on the blue form on to the white form to keep as part of the manufacturer’s business records.

Visit our website at www.rs.uky.edu to download forms. Please see the attached example and commented form. For additional assistance, contact the auditor or Feed Program coordinator.

Kentucky Commercial Feed Tonnage Report

Note any name and/or address changes on the mailing label below.



EXAMPLE-MANUFACTURER NAME
 ADDRESS1 9999 0000 04-08
 ADDRESS2
 CITY,ST 99999-0000

Registrant (as name appears on label)
 c/o
 Address
 City, State, Zip

Return to:
 Division of Regulatory Services
 103 Regulatory Services Building
 University of Kentucky
 Lexington, KY 40546-0275
 phone: 859-257-2785
 fax: 859-323-9931
 Make check or money order
 (in U.S. dollars) payable to:
Division of Regulatory Services
 www.rs.uky.edu

Feed Class		Tons
Chicken Starter-Grower	complete 01	
	supplement 02	
Chicken Broiler-Feed	complete 03	200
	supplement 04	
Chicken Layer-Breeder	complete 05	600
	supplement 06	
Turkey Feed	complete 07	
	supplement 08	
Beef Feed	complete 09	80
	supplement 10	
Dairy Feed	complete 11	
	supplement 12	
Swine Feed	complete 13	200
	supplement 14	
Sheep Feed	complete 15	
	supplement 16	
Calf Feed	complete 17	
Horse Feed	complete 18	20
Specialty—Pet Food	complete 19	
Scratch Feed	complete 20	
Mineral Feed (w & w/o vitamins)	supplement 21	
Liquid Feed	supplement 22	
Dried Molasses	supplement 23	
Drug Premix (Type A & B)	supplement 24	
Vitamin Premix	supplement 25	
Other	complete 26	
Rabbit Feed	complete 27	
Microbial Product	supplement 28	
Fish Feed	complete 29	
Total Tons (enter in line A)		1100

Year: 20 08

Quarter	Due on	Delinquent After	A late report fee is due if the report is not postmarked by the delinquent date at left.
<input type="checkbox"/> 1st (Jan-Mar)	Apr 30	May 15	
<input type="checkbox"/> 2nd (Apr-Jun)	Jul 31	Aug 15	
<input type="checkbox"/> 3rd (Jul-Sep)	Oct 31	Nov 15	
<input checked="" type="checkbox"/> 4th (Oct-Dec)	Jan 31	Feb 15	

Late Report Fee

A	Total Tons.....from Table 1	1100
B	Total Tonnage Credit.....from Table 2	230
C	Net Tonnage.....line A minus line B	870
D	Total tons, non-exempt ingredients.....from Table 3	25
E	Total Tons customer formula feed subject to fee from Table 4, line 85	20
F	Total Tonnageadd lines C, D, and E	915
G	Inspection Fee Due.....line F @ 0.35	\$ 320.25
H	Addendum Fee (if applicable)	\$
I	Subtotaladd lines G and H	\$ 320.25
J	Late Report Fee:	\$ 32.03
Reports postmarked after the delinquent date must include the following late fee: • If line I is less than \$250, the late fee is \$25. • If line I is more than \$250, the late fee is 10% of line I.		
K	Total Dueadd lines I and J	US\$352.28

The minimum amount (\$25.00) is due even if no tonnage is reported.

Company #	Acct. Code	Check Amt.	Check #	Date of Check	Date Rec'd	Postmark
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Table 2. Seller and tonnage information for prepaid inspection fee on ingredients used to manufacture feeds reported in Table 1.

Company #	Company Name	City/State	Tons
2222	TESTED FEEDS	OMAHA NE	30
3333	GOOD MILLING	BOWLING GREEN KY	200
Total Tonnage Credit (enter in line B)			230

Table 3. Feed Ingredients—Report as tons.

Ingredient	*Exempt	Non-exempt
Alfalfa Products	30	31
Animal Products	32	33 25
Barley Products	34	35
Beet Products	36	37
Brewery Products	38	39
Citrus Products	40	41
Corn Products	42 50	43
Cottonseed Products	44	45
Distillers Products	46	47
Fats & Oils	48	49
Drugs	50	51
Grain Sorghum	52	53
Lespedeza Products	54	55
Linseed & Flax Products	56	57
Marine Products	58	59
Milk Products	60	61
Minerals	62 10	63
Molasses (Liquid)	64	65
Oat Products	66	67
Peanut Products	68	69
Rice Products	70	71
Rye Products	72	73
Soybean Products	74	75
Urea & Other NPN	76	77
Vitamins	78	79
Wheat Product	80	81
Other	82	83
Total Non-exempt Tonnage (enter in line D)		25

*Ingredients distributed to other manufacturers paying inspection fees. Visit www.rs.uky.edu for a current list of feed registrants.

Table 4. Customer Formula Feed—Report as tons.

Total Tons Customer Formula Feed Produced	84	100
Grain Sold and other ingredients with unpaid inspection feed mixed (enter in line E)	85	20

Certification:

<u>JOHN BLUEBIRD</u>	
Report certified by (print)	
<u>PRESIDENT</u>	
Title	
Phone: (859) <u>999-1111</u>	
Fax: (859) <u>999-1112</u>	
<u>02/20/09</u>	
Date	
<u>John Bluebird</u>	
Signature	

Table 5. Purchaser and tonnage information listed in the "Exempt" column of Table 3.

Company #	Company Name	City/State	Tons
4444	HAPPY MILLS	LONDON KY	25
6666	AAA FEEDS LLC	ELIZABETHTOWN KY	25
7777	BLUE HORSE INC	LEXINGTON KY	10

Revised 11-2008

Kentucky Commercial Feed Tonnage Report

Note any name and/or address changes on the mailing label below.



EXAMPLE-MANUFACTURER NAME

ADDRESS1
ADDRESS2
CITY,ST 99999-0000

9999 0000 04-08

Label allows proper crediting

Registrant (as name appears on label)
c/o
Address
City, State, Zip

Return to:

Division of Regulatory Services
103 Regulatory Services Building
University of Kentucky
Lexington, KY 40546-0275

phone: 859-257-2785
fax: 859-323-9931

Make check or money order
(in U.S. dollars) payable to:

Division of Regulatory Services

www.rs.uky.edu

Return address
A self-addressed envelope is enclosed for your use

Pay in US dollars to
Division of Regulatory Services

Provide information for non-customer formula feeds. Feeds intended for multiple species may be reported for primary species it is used for.

Table 1. Formula Feed—Report as tons

Feed Class		Tons
Chicken Starter-Grower	complete 01	
	supplement 02	
Chicken Broiler-Feed	complete 03	
	supplement 04	
Chicken Layer-Breeder	complete 05	
	supplement 06	
Turkey Feed	complete 07	
	supplement 08	
Beef Feed	complete 09	
	supplement 10	
Dairy Feed	complete 11	
	supplement 12	
Swine Feed	complete 13	
	supplement 14	
Sheep Feed	complete 15	
	supplement 16	
Calf Feed	complete 17	
Horse Feed	complete 18	
Specialty—Pet Food	complete 19	
Scratch Feed	complete 20	
Mineral Feed (w & w/o vitamins)	supplement 21	
Liquid Feed	supplement 22	
Dried Molasses	supplement 23	
Drug Premix (Type A & B)	supplement 24	
Vitamin Premix	supplement 25	
Other	complete 26	
Rabbit Feed	complete 27	
Microbial Product	supplement 28	
Fish Feed	complete 29	
Total Tons (enter in line K)		

Year: 20__

- Quarter**
- 1st (Jan-Mar) Apr 30
 - 2nd (Apr-Jun) Jul 31
 - 3rd (Jul-Sep) Oct 31
 - 4th (Oct-Dec) Jan 31
 - Late Report Fee

Delinquent After

- May 15
- Aug 15
- Nov 15
- Feb 15

A late report fee is due if the report is not postmarked by the delinquent date at left.

Postmark by this date to avoid penalty fees. All information and fees are required by this date.

Totals (fee calculations in U.S. dollars)

A	Total Tons.....from Table 1	
B	Total Tonnage Credit.....from Table 2	
C	Net Tonnage.....line A minus line B	
D	Total tons, non-exempt Ingredients.....from Table 3	
E	Total Tons customer formula feed subject to fee.... from Table A, line 85	
F	Total Tonnage.....add lines C, D, and E	
G	Inspection Fee Due.....line F @ 0.35	\$
H	Addendum Fee (if applicable)	\$
I	Subtotal.....add lines G and H	\$
J	Late Report Fee:	\$
Reports postmarked after the delinquent date must include the following late fee: • If line I is less than \$250, the late fee is \$25. • If line I is more than \$250, the late fee is 10% of line I.		
K	Total Due.....add lines I and J	US\$

Information for lines B through E are from the back side of form.

For high-moisture commercial feed subject to 5 cent per ton rate.

The minimum amount (\$25.00) is due even if no tonnage is reported.

Regulatory Services Use Only

Company #	Acct. Code	Check Amt.	Check #	Date of Check	Date Rec'd	Postmark
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