

COMPLETING A MONTHLY REMITTANCE FORM

This form should be completed each month and should include all cattle purchased during the previous month. You have until the 15th of the following month to send in the form and money. (EXAMPLE: If you buy cattle in January the form and check are due Feb).

MONTH AND YEAR -- The month and year in which the cattle were purchased.

COMPANY -- Company's name or, if you buy as an individual, your own name

LATE CHARGE -- Failure to remit checkoff assessments by the 15th day of the month following the month in which the cattle were marketed will result in a late payment charge of 10% Federal and 2% State per month, compounded monthly, until all amounts due are paid.

STATE OF ORIGIN -- The state where the cattle resided for at least 30 days prior to the time they were bought or sold. If they came from another state within the last 30 days, write in the abbreviation of that state. Otherwise, write the abbreviation for your state.

Example: If you buy cattle that have been in your state for only 20 days, the state of origin is the state they came from, not your state.

TOTAL NUMBER OF HEAD MARKETED -- The total number of cattle you purchased.

NUMBER OF HEAD NOT ASSESSED -- Documentation for all NOT-ASSESSED cattle must be collected and retained by collecting points for a minimum of three years to verify that the Beef Checkoff was paid on all transactions in the event of an audit. Brand inspection slips, Certification of Non-producer Status forms, Self-inspection forms are acceptable documentation. Proof that non-assessed cattle were purchased at an auction where the Checkoff is collected is also acceptable. Either the \$3.00 or one of the above documents must be collected and retained as back up for cattle marked as NOT-ASSESSED.

NUMBER OF HEAD ASSESSED PER STATE -- This is the number of animals on which you collected checkoff dollars. It is the total number of animals marketed minus those not assessed.

TOTAL -- Total for the entire month, just add each column.

AMOUNT DUE -- The number in this box is the amount due. Send your check along with the white copy of this form to the:

Washington State Beef Commission
P.O. Box 94644
Seattle, WA 98124-6944
(253) 625-3770

PENALTIES -- You can be subject to two penalties:

1. A civil penalty up to \$7,500 per violation
2. For fraudulent use of a government form a fine up to \$10,000 and imprisonment to five years