

INSTRUCTIONS FOR ANNUAL COMMERCIAL ANIMAL FEED TONNAGE REPORTING AND PAYMENT AGREEMENTS

In §3.2-4804.(3)b of the Virginia Commercial Feed Law, any person who distributes commercial animal feed to a non-licensed person shall not be required to file the tonnage statement or pay the inspection fee if:

- another person or firm has agreed to complete and submit the required report titled **Annual Tonnage Report of Commercial Feed Sold or Distributed in Virginia** to the Virginia Department of Agriculture and Consumer Services on behalf of the licensed firm by February 1 of the year following the reporting period (January 1 through December 31 of each year) and
- another person or firm has also agreed to pay the required inspection fee for the licensed firm to the Virginia Department of Agriculture and Consumer Services by February 1 of the year following the reporting period.

However, the licensed firm must submit, by February 1 of the year following the reporting period, the following completed forms:

- Statement of Agreement – Commercial Animal Feed
- Commercial Animal Feed Purchasing Report

In addition to submission of the **Statement of Agreement – Commercial Animal Feed** and the **Commercial Animal Feed Purchasing Report**, the licensed firm is also responsible for providing a copy of the **Annual Tonnage Report of Commercial Feed Sold or Distributed in Virginia form** to the firm listed in the **Statement of Agreement** and ensuring that the form is completed by this firm and submitted to the Virginia Department of Agriculture and Consumer Services by February 1 of the year following the reporting period.

The licensed firm is responsible for and must submit by February 1 of the year following the reporting period, a completed **Annual Tonnage Report of Commercial Feed Sold or Distributed in Virginia form** for any commercial animal feed tonnage distributed in Virginia for which no written agreement has been completed and filed with the Virginia Department of Agriculture and Consumer Services.

All reports, statements of agreement and forms must be completed and received by the Virginia Department of Agriculture and Consumer Services by February 1 of the year following the reporting period along with any required inspection fees.

The licensed firm is also ultimately responsible for any deficient payments or lack of payment of the required inspection fees by any firm that has entered into an agreement to do so.