Cost Share Application Checklist for USDA Federal Organic Certification & State Registration

PLEASE NOTE: There is now a combined application for the USDA Federal Organic Certification and State Registration Cost Share reimbursement.

EACH APPLICANT MUST PROVIDE THE FOLLOWING:

1. Federal Organic Certification & State Registration Cost Share form

☐ Application is complete and signed.

2. Proof of Certification and Registration

☐ A copy of a valid certificate or other proof of certification issued by your certifier is attached; *this can be a cost share summary from your certifier.*

☐ If registered with CDPH, proof of Registration is included.

☐ If registered with CDFA, proof of registration is NOT REQUIRED.

3. Proof of payments made between October 1, 2019 - September 30, 2020

☐ A paid invoice or other proof of payment made for certification is included; *this can be a cost share summary from your certifier.* (**Invoice with due balance will not be accepted**.)

    ☐ Only payments for New Application Fees, Annual Renewal Fees, and Inspection Fees can be reimbursed.

☐ If registered with CDPH, a paid invoice or other proof of payment made for registration is included. (**Invoice with due balance will not be accepted.)**

☐ If registered with CDFA, proof of payment is NOT REQUIRED.

4. Completed Payee Data Record Form (STD 204)

☐ Information provided on Payee Data Record match IRS tax records.

☐ Payee Data Record - Section 3 either the FEIN or SSN/ITIN is provided. **PROVIDE ONE NUMBER ONLY. If more than one number is provided Payee Date Record cannot be accepted.**

☐ If there has been a change to the filing type in Section 3. **Justification for the change is included.**

☐ Payee Date Record form has been signed. **If SSN or Sole Proprietor number is provided, that individual must sign the form.**

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http://www.cdfa.ca.gov/is/
organicprogram/costshare.html

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