



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

PLEASE NOTE: There is a single, 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 Application

- ☐ Application is completely filled out and signed.

2. Proof of Federal Certification

- ☐ A copy of a valid certificate or other proof of certification issued by your certifier is included.

3. Proof of certification payments made between October 1, 2021 - September 30, 2022

- ☐ An invoice for certification costs is included; *this can also be a cost share summary from your certifier.*
- ☐ The certification payments that can be reimbursed are: New Application Fees, Annual Renewal Fees, and Inspection Fees.

4. Completed Payee Data Record Form (STD 204)

- ☐ Section 1 - Payee Information, fill in completely.
- ☐ Section 2 - Entity Type, check one box only.
- ☐ Section 3 - Tax Identification Number, please only fill in either SSN/ITIN or FEIN. **(Do not provide both SSN/ITIN and FEIN otherwise your application will be denied and sent back for correction.)**
- ☐ Section 4 - Payee Residency Status, check one box only.
- ☐ Section 5 - Certification, fill in completely and sign.

Please refer to instructions included on the Payee Data Record (STD 204) for additional assistance. (Failure to fill in the STD 204 form correctly will cause a delay in reimbursement.)



Department of Food & Agriculture
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Sacramento, CA 95814



916.900.5202



[http://www.cdfa.ca.gov/is/
organicprogram/costshare.html](http://www.cdfa.ca.gov/is/organicprogram/costshare.html)



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