



STATE OF CALIFORNIA
 DEPARTMENT OF FOOD AND AGRICULTURE
 INSPECTION & COMPLIANCE BRANCH
Certified Farmers' Market Remittance Form
 51-064 (Rev. 3-17)

41104
EACH QUARTER SEND REMITTANCE AND THIS FORM TO: Cashier – CDFA Certified Farmers' Market Program 90303 PO Box 942872 Sacramento, CA 94271-2872

A. MARKET INFORMATION:

Market Operator		Market Certificate Number	Applicant ID
Market Name		Market Contact Person	
Mailing Address		City, State, and Zip Code	
Market Day of Operation		Market Hours of Operation	
Market Telephone Number	Market Fax Number		Market E-mail Address

- If Part A is already completed - Check this box if any of the information is incorrect (please make the appropriate changes)
- If completing Part A - Check this box if the market is new, or if you are submitting updated information for an existing market

B. REPORTING QUARTER (Please use separate form for each quarter):

Quarters	Operational	Non-operational	
FIRST	<input type="checkbox"/>	<input type="checkbox"/>	January 1 through March 31 (Delinquent on May 1)
SECOND	<input type="checkbox"/>	<input type="checkbox"/>	April 1 through June 30 (Delinquent on July 31)
THIRD	<input type="checkbox"/>	<input type="checkbox"/>	July 1 through September 30 (Delinquent on November 1)
FOURTH	<input type="checkbox"/>	<input type="checkbox"/>	October 1 through December 31 (Delinquent on January 31)

C. TOTAL NUMBER:

To calculate the market fee due, use the following example and formula:

<u>Date of Market</u>	<u>Total Number of Vendors That Day</u>	<u>Producers Name</u>
5/23/15	1	John Smith selling certifiable ag products (fruits & vegetables)
5/30/15	2	John Smith, and F&V selling ancillary products (crafts)
6/6/15	3	John Smith, F&V, and Jane Smith selling non-certifiable ag product (cheese)
6/13/15	2	John Smith, and Fred Doe selling non-certifiable ag products (farmed fish & beef jerky)
	8 X \$2.00	\$16.00 Total Due for Quarterly Market Fee

D. MARKET FEES:

Total number of vendors participating each day at each market _____ x \$2.00 = \$ _____ **Quarterly Market Fee (For each day of market operation per quarter)**

Quarterly Market Fee	\$
Monthly Interest Charge (1 1/2%) Compounded Monthly	\$
Late Penalty Fee (\$100) Within 60 days of end of quarter	\$
TOTAL Amount Due	\$

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PAYABLE TO:
 CASHIER – CDFA
 Certified Farmers' Market Program 90303

(See Next Page)

INSTRUCTIONS

MARKET OPERATOR/GOVERNING BODY RESPONSIBILITY

Operator/Governing Body must complete the form and return with payment, providing all necessary information accurately. Failure to complete the form and return with payment may result in penalties and the denial of the market certificate renewal.

A. MARKET INFORMATION: *If Part A is already completed*, please review for accuracy. Check the first box if any of the information is incorrect. Make appropriate changes to the form. *If Part A is not already completed*, please fill out all requested information regarding your market. Check the second box if the information is for a new market, or if you are submitting updated information for an existing market.

B. REPORTING QUARTER: Check the box to indicate the market was operational or non-operational during the appropriate reporting quarter. If the market was non-operational during the reporting quarter, skip to the bottom portion of the form and print the name of the person completing the report with their signature and the date.

If Non-Operational return the form to: Department of Food and Agriculture
Certified Farmers Market Program
1220 N Street, Sacramento, CA 95814

C. TOTAL NUMBER: Example is provided to explain how fees are calculated. A vendor who participates in a market for more than one day must be counted separately for each day of participation.

D. MARKET FEES

Quarterly Market Fee: Multiply the total amount of vendors participating each day at each market for the quarter, by the market assessment fee (\$2.00). Write in the amount of the quarterly market fee.

Monthly Interest Charge: Any market that does not pay the fee within 30 days of the date on which the fee is due shall pay one and one half (1.5) per cent per month interest compounded at the end of each subsequent month on the unpaid balance (Quarterly Market Fee). When the submitted payment is postmarked prior to the delinquent date, no interest charge is due. However, if the submitted payment is postmarked on or after the delinquent date, a monthly interest charge shall be applied until the payment has been received. Write in the amount of the monthly interest owed. If none, enter 0.

Late Penalty Fee: Any market that does not pay the fee within 60 days of the date on which the fee is due shall pay \$100, in addition to the monthly interest charge, on the unpaid balance. When the submitted payment is postmarked prior to the 60-day delinquent date, no late penalty is due; however, a monthly interest charge may still apply. If the submitted payment is postmarked on or after the 60-day delinquent date, the late penalty of \$100 shall be applied, in addition to a compounded monthly interest charge until the payment has been received. Write in the amount of \$100 for a late penalty fee. For every thirty days thereafter the 60-day delinquent date, an additional \$100 late penalty will apply, in addition to the compounded monthly interest charge, until payment is received. Write in the amount of the late penalty owed. If none, enter 0.

Total Amount Due: Enter the sum of all amounts including monthly interest charges and late penalties (if applicable). This is the amount to send. **Make your check payable to Cashier - CDFR, Certified Farmers' Market Program. To ensure proper credit to your account, please include 90303 on your check.**

E. LISTING OF PRODUCERS

Name of Certified Agricultural Producer: List the name of each certified producer whose commodities are being sold within the Certified Farmers' Market, including second certificates.

Certified Producer Certificate Number: Write in each Certified Producer Certificate (CPC) number under which product is being sold, including second certificates.

Certified Producer Certificate Issuing County: List the county for which each CPC was issued.

Dates Participated in Markets This Quarter: Enter the date(s) attended per quarter. *Total all the dates of vendor participation.*

Name of Non-Certified Agricultural Producer: List the name of each non-certified producer selling product within the Certified Farmers' Market.

List of Product(s) Being Sold: Write in the product(s) being sold by the applicable Non-Certified Agricultural Producer.

Dates Participating in Markets This Quarter: Enter the dates(s) attended per quarter. *Total all the dates of vendor participation.*

Total Number of Vendors in Ancillary Section: Write in the total number of vendors participating in the ancillary section of the event under the authority of the Market Operator. Ensure this number includes each day, each vendor participates. *For example: If F&V Crafts participated in your market on three days in the quarter, and Tommy's Taco's participated in your market once in the quarter, your number entered here would be four (4).*

Total Number of Vendors: Add together total number of certified producer participation days, total number of non-certified producer participation days, and total number of vendors in ancillary section participation days. Take this total and transfer it to page 1, under D. Market Fees.

F. CERTIFICATION: To certify that the report is true and complete, print the name of the person completing report with their signature and date. Return form with payment.