

## **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 a check is due February 15).**

**MONTH** -- The month in which the cattle were purchased.

**ID NO.** -- Whatever number you use to file with the IRS (Federal Identification Number). Individuals should use their social security number.

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

**LATE CHARGE** -- Failure to remit checkoff assessments by the due date will result in a late payment charge of 2% 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** -- Cattle for which you received a non-producer status form, a brand inspection certificate showing collection of the checkoff within 10 days of the transaction or cattle which you purchased from an auction market.

**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:

**Virginia Beef Industry Council  
P.O. Box 9, Daleville, VA 24083  
(540)992-1992**

**PENALTIES** -- You can be subject to two penalties:

- a) a civil penalty of up to \$5,500 per violation.
- b) for fraudulent use of a government form a fine up to \$10,000 and imprisonment up to five years.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0093. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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