Regulatory Programs Division
West Virginia Department of Agriculture

Kent Leonhardt
Commissioner

Attn: Administrative Services Division

Mailing address:
1900 Kanawha Blvd., East • Charleston, WV 25305-0170
Phone: 304-558-2226 FAX: 304-558-3594

Fed Ex/UPS delivery address:
217 Gus R. Douglass Lane • Charleston, WV 25312

Code No: **6696-9523**

Seed Potato Distribution Report

Registration Period: (month) _____, 20 _____

Pursuant to West Virginia Code 19-16-3: The number, variety and size of containers bought, offered or exposed for sale shall be reported by the person first entering the seed potatoes into West Virginia trade channels on forms provided by the Commissioner. The person first offering seed potatoes for sale with the State of West Virginia shall pay the required fee and shall furnish to his or her customers an invoice bearing the statement "West Virginia Seed Fee Paid." The statement may also be used by wholesale dealers on an arrears basis to accommodate their bookkeeping systems provided the arrears payments shall not be later then the fifteenth day of the following month for the previous reporting period. Any persons having in his or her custody any lot of seed potatoes and who is unable to produce evidence that he or she paid the seed fee is liable for payment of the fee.

Reporting Dealer: _____ Registration Contact Person: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Fax: _____ Email: _____

USAPLANTS Number:_____

Instructions:

1) Indicate the number, variety and size of containers bought, offered or exposed for sale by the person first entering such seed potatoes into WV trade channels.

2.) Attach a check or money order payable to the West Virginia Department of Agriculture for the appropriate fee. All fees must be paid in U.S. funds drawn from a U.S. bank, unless the registrant includes an additional **$35** to cover the WV Treasurer's Office handling cost for processing a foreign check.

3. Mail payment and completed form to the address shown above.

Variety	date received	number of bags	size of bags (lbs.)	amount due $(.35x100 lbs.)
			Total fee submitted:	$ _____

I affirm that this report is accurate and lists all lots of seed potatoes distributed in West Virginia.

_____

Signature of Authorized Representative | Printed or Typed Name | Date

FOR THOSE PERSONS EXEMPT FROM PAYING THE WEST VIRGINIA SEED FEE FOR SEED POTATOES:

I certify that the West Virginia fee for seed potatoes was paid by:

Name: _____ Address: _____ before my/our purchase.

_____

Signature | Printed or Typed Name | Date