

## **INSTRUCTIONS ON COMPLETING A MONTHLY REMITTANCE REPORT FORM**

This form should be completed each month and should include all cattle purchased or marketed during the previous month.

1. Fill in your name, address & phone number, as well as the MONTH and YEAR for which you are reporting.
2. Fill in your Social Security Number or Federal Tax ID#. Tax ID# is whatever number you use to file with the IRS (Federal Identification Number). Individuals should use their social security number.
3. Mail collections by the 15th of the month following the month of the transactions being reported to avoid being assessed a 2% **per month** late payment fee on the assessments due under the Federal Checkoff only.
4. Make your check payable to the Michigan Beef Industry Commission (MBIC) for the amount shown in "TOTAL REMITTANCE." Keep the yellow copy for your records. Send the white copy along with any payment due to:

**Michigan Beef Industry Commission  
12800 Escanaba Drive, Suite A  
DeWitt, MI 48820**

For additional information: *call* **517-347-0911** or *email* **info@mibeef.org**

### **EXPLANATIONS:**

All cattle subject to the **Federal Checkoff** are to be identified by State or Country of Origin, i.e. the state or foreign country where the cattle were located at the time of sale, or the State or Country in which the cattle were located prior to sale if such cattle were transported interstate for the sole purpose of sale and sold within thirty (30) days of arrival.

#### **COLUMN:**

- (A) **Total Number of Head** - Total number of cattle purchased or marketed; whether or not the Checkoff is due. Sale transactions would be listed here **if you are paying the Checkoff** on cattle sold, i.e. Private Treaty sales.
- (B) **Total Number of Head NOT Assessed** - Total cattle that are not assessed for the purposes of the Checkoff, whether purchased in a transaction where you were not responsible for collecting the Checkoff such as an auction, purchased from a reseller in a transaction where you received a certification of non-producer status exemption (either by form or stamp). Exemptions are only allowed when a properly executed non-producer certification form or stamped invoice is submitted at the time of payment for the cattle.
- (C) **Total Number of Head Assessed** - Difference between column A and column B (Total Number of Head less Total Number of Head Not Assessed).
- (D) **Total Payment** is the number of federal Checkoff dollars paid per state (column C x \$1.00 per head).

#### **LINE:**

- 1) **FEDERAL TOTAL:** Columns A, B, C & D totals for all states.
- 2) **Add the 2% late payment fee** if your report is postmarked after the 15<sup>th</sup> day of the month following the month of the transactions being reported. Late fees are compounded on the 16<sup>th</sup> of each month late at 2% **Per Month and apply to the Federal Checkoff Only.**
- 3) **MICHIGAN STATE CHECKOFF** – The Michigan State Checkoff is due only on cattle raised or fed in Michigan (i.e., cattle listed as originating in Michigan in the Federal Beef Checkoff section. Use Line (3) to calculate the Michigan State Checkoff on cattle valued at or above \$1,000 per head, following steps (A), (B) and (C) for Michigan state of origin cattle only. The Michigan State Checkoff due for cattle reported on this line equals Field 3C x \$1.00 per head. Non-producer exemptions allowed for the Federal Checkoff are allowed for the Michigan State Checkoff as outlined in (B) above.
- 4) Use Line (4) to calculate the Michigan State Checkoff on Michigan state of origin cattle valued below \$1,000 per head. In Field 4E enter the gross receipts from these Michigan cattle. The Michigan State Checkoff due for cattle reported on this line equals Field 4E x 0.001
- 5) **TOTAL REMITTANCE** is the total remitted for Federal Checkoff plus Late Payment Fees plus Michigan State Checkoff calculated in Line (3) and Line (4).

**NOTE:** Instructions for Line (3) and Line (4) above are intended to assist those manually calculating the Michigan State Checkoff. If the Michigan State Checkoff is calculated electronically by your accounting software, simply entering the total Michigan State Checkoff due on all Michigan origin cattle into Field 3D is acceptable.