



2018 OEFFA Fees for Handlers (Group A and New)

Due 3-31-18

Fees must be paid with Organic System Plan (OSP) submission

Keep a copy of this form for your records

BASIC INFORMATION

Name		Certification #	
Operation Name		Phone	
Mailing Address		Fax	
City, State, Zip Code		Email	

What is the best way to contact you in writing? (Check one): Mail Email

Please note: This is the method by which you will receive your renewal application in 2019.

Important Information (check all that apply):

- This is my first application for certification with OEFFA.
We accept new applicants from OH, IN, KY, MI, PA, WV, IA, IL, MO and VA only.
- I'm coming to OEFFA from another certifier.
- I was previously certified with OEFFA, gone for some time, and I'm now certifying again. (List previous operation # _____)
- I'm adding new products, equipment, or processes to my OSP.
(Describe and list expected date of organic production: _____)
- I've enclosed new label proofs for currently certified products. (Expected date of label use: _____)
- Please check this box if you do NOT wish to be an OEFFA member (membership is complimentary).

New Applicants: Organic handlers who operate their facility on a year-round basis may submit an Organic System Plan at any time during the year. Handlers who operate their facility on a seasonal basis must submit their Organic System Plan so that the initial inspection can occur when the facility is in operation. If you have never been certified, fees are based on projected gross income from organic products and services for 2018. **Late fees do not apply to new operations.**

Certified Operations Renewing Certification with OEFFA: OEFFA's handler certification application fee is determined by your operation's gross income from organic products and services in 2017. **This fee is due with the OSP for Handlers. The deadline for renewing operations is March 31, 2018.**

Inspection fees and expenses are additional and will be billed after the inspection. Your inspector will contact you to discuss these fees before your inspection. The inspection fee is determined by the complexity of your operation, the number of sites the inspector must visit, the length of the inspection, and the travel expenses incurred by the inspector. **Inspections fees typically range from \$250 to \$1,000.**

Calculate your APPLICATION FEE: Fill in boxes 1 through 3 below and enter the total in box 4

1. Base Application Fee, based on your 2017 gross income from organic products and services.

Certified operations may apply to their appropriate state agency for organic certification cost-share reimbursement (75% of cost, up to \$750).

2017 Organic Gross Income	Application Fee
< \$50,000	\$500
\$50,001 - \$249,999	\$1,000
\$250,000 - \$499,999	\$2,000
\$500,000 - \$699,999	\$3,000
\$700,000 - \$899,999	\$4,000
≥ \$900,000	\$5,000

Organic Gross Income will be verified at inspection.

Box 1. Enter your base application fee: \$

2. If renewing, add the late fee for all applications postmarked after March 31, 2018. Late fees are not reimbursable.

Postmarked April 1 to April 30	\$100
Postmarked May 1 to May 31	\$200
Postmarked June 1 to June 30	\$300

Box 2. Enter your late fee: \$

3. If you would like to expedite (rush) your certification.

We will make every effort to complete the process in less than 90 days. Certification is not guaranteed.

Box 3. Enter expedited service fee (\$500): \$

Box 4. **ADD BOXES 1-3 FOR TOTAL FEES DUE WITH APPLICATION:** \$

*****YOU MUST INCLUDE YOUR PAYMENT INFORMATION (SEE REVERSE)*****

PAYMENT: Please include your check (payable to OEFFA Certification) or Credit Card information

Check #: _____ (make check payable to OEFFA Certification) Check Date: _____

OR

Credit Card Issuer: MasterCard Visa American Express Discover

Credit Card #: _____

Expiration Date: _____ / _____ CVV/Security Code: _____ (3 or 4 digit code)

Signature for Credit Card: _____

Please notify us if your credit card has a daily limit lower than the total due from page 1.

PAYMENT PLAN: If you apply before March 31st, you may request to split your fee into 2 or 3 payments

To pay in two or three installments, complete the table below. You must have your fees paid in full within three months.

Please note:

- You must include a \$25 administrative fee with your 1st payment.
- OEFFA will not proceed with the certification process until 2/3 payment is received and a certificate will not be issued until fees are paid in full.
- OEFFA does not retain your credit card information. Contact us to make credit card payments toward a payment plan.

For OEFFA use only		
Payment Amt	Due Date	Rec'd / Ck #
#1:		
#2:		
#3:		

To agree to these terms, fill in the following:

The amount you entered in Box 4 is: \$_____.

I will make two payments

Divide the amount you wrote above by 2: \$_____.
This amount + \$25 is what you must pay now.

The remainder must be paid in full 1 month from today.

One month from today is: _____.

I will make three payments

Divide the amount you wrote above by 3: \$_____.
This amount + \$25 is what you must pay now.

The remainder must be paid in full 2 months from today.

Two months from today is: _____.

POSSIBLE ADDITIONAL FEES AND SERVICES:

Spot Inspections (\$50 + inspector fees and expenses)	Additional inspection to add products or equipment outside of annual cycle.
Outside of service area fee (5% of gross income from organic products & services)	For operations certified by OEFFA in states outside of our service area. Covers cost of risk management, additional registrations, etc.
Reinstatement Processing Fee (\$300)	Required to process a request for reinstatement on behalf of a suspended operation or portion of an operation.
Returned Checks (\$20)	Administrative fee.
Transaction Certificate (\$25)	Include applicable form. Form is available upon request.
Export Certificate (\$50) (includes TM-11, Certificate of Inspection, & NAQS Import Certificate)	Include applicable form. Forms are available upon request.
Refund (varies)	A refund of application fees less \$200 may be granted If an application is withdrawn before the inspection. No refunds after inspection.

Submit all application materials and payment to:

OEFFA Certification
41 Croswell Road
Columbus, OH 43214
Email: organic@oeffa.org
Fax: (614) 421-2011

For any questions, call (614) 262-2022

Application and payment of fees does not guarantee certification.