



# OEFFA Certification

41 Croswell Rd Columbus, Ohio 43214  
 Phone: (614) 262-2022 ♦ Fax: (614) 421-2011 ♦ organic@oeffa.org

## Transaction Certificate Application

**\*Limit of 5 transactions with one buyer per Transaction Certificate\***

<b>Seller:</b>		<b>Buyer:</b>	
Name (Farm or Operation):		Name / Company:	
Certification #:			
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	

Preferred method of receiving TC and TCA copy: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax	Preferred <i>additional</i> method of sending TC to buyer: <input type="checkbox"/> Fax <input type="checkbox"/> Email
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Crop Year	Commodity (as listed on seller's certificate)	Quantity	Unit of Measure (lbs, Bu, tons, etc.)	Seller Lot #	Transaction Date

Seller Signature:	Date:
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**Include \$25 processing fee. OEFFA will process the TC with payment. Please include check or credit card information:**

Check #: _____ (make check payable to OEFFA Certification)      Check Date: _____
Credit Card Issuer: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express
Credit Card #: _____
Expiration Date: _____ / _____      CVV/Security Code: _____ (3 or 4 digit code)
Signature for Credit Card: _____

<p><b>For Office Use Only:</b>          Received by:  <input type="checkbox"/>Mail    <input type="checkbox"/>Fax    <input type="checkbox"/>Email          TC#:          Date Received:</p>
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***\*Please allow one week to issue Transaction Certificate.\****



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### Transaction Certificate Instructions

#### Transaction Certificate (TC).

**Purpose:** Helps to track certified organic products from the grower to the end user. A TC is not required by OEFFA, but is available if required by the commodity buyer.

#### **How it works:**

Certified operator (seller) sends a TC Application (TCA) and \$25. There is a limit of 5 transactions with one buyer per TC. OEFFA sends the original TC to the buyer and a copy to the seller.

#### How to fill out a TC Application and receive a TC.

1. Fill out the TCA completely. Type the information or print legibly. Please read on for a few important tips:
  - a. **Commodity** - List **exactly** as on seller's current organic certificate. Do not abbreviate. ("Hard Red Spring Wheat," not "HRSW." "Vinton 81 soybeans," not "SB" or "Beans")
  - b. **Crop year** - The year in which the crop you are selling is certified. For example, when a crop is harvested and certified in 2013 but not sold until 2014, write "2013" for the crop year.
  - c. **Quantity** sold - As one number: "10,000", not "200 x 50."
  - d. **Seller lot number** - Please be sure to clearly distinguish a zero (0) from the letter "O," the number 1 and the letter "l," etc.
2. Mail, fax, or e-mail this document to the OEFFA office. **Send by only one method.**
3. If all information is correct and adds up, a TC will be generated and distributed within two business days.
4. Both buyer and seller copies will be sent from the OEFFA Certification office on the same day.

*If you have any additional questions or need clarification, please contact the OEFFA Certification office.*