



OEFFA Certification

150 East Wilson Bridge Rd. Suite 230 Worthington, OH 43085
 Phone: (614) 262-2022 ♦ Fax: (614) 421-2011 ♦ organic@oeffa.org

Transaction Certificate Application

Limit of 5 transactions with one buyer per Transaction Certificate

Seller:			Buyer:		
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		
Product Year	Commodity (as listed on seller's certificate)	Quantity	Unit of Measure (lbs, Bu, tons, etc.)	Seller Lot #	Transaction Date
Seller Signature:					Date:

Include processing fee. OEFFA will process the TC with payment. Please include check or credit card information:
 Indicate processing fee: Standard TC (\$100) Rush TC (\$150)

CHECK: Make payable to OEFFA Certification. Check #: _____ Check Date: _____ CREDIT or Debit CARD: <input type="checkbox"/> Debit Card (no additional fee) <input type="checkbox"/> Credit Card (a processing fee of 3% + \$0.15 will apply) Card Issuer: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card #: _____ Expiration Date: ____ / ____ CVV/Security Code: _____ (3- or 4-digit code) Signature for Card: _____
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For Office Use Only:

Received by:
Mail Fax Email

TC#:

Date Received:

Please allow 1 week to process application once completed information is received. Application for Rush Transaction Certificate may be processed in 1 Business Day once completed information is received. See attached for more information.



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Transaction Certificate Instructions

Transaction Certificate (TC).

Requests for a Standard (\$100) Transaction Certificate may take up to one week to process after OEFFA receives complete information. OEFFA will make every effort to issue requests for a Rush (\$150) Transaction Certificate within one business day after complete information is received. If OEFFA is unable to issue a Rush Transaction Certificate within one business day of receipt of complete information, the applicant will be notified as quickly as possible, and the standard fee will be charged.

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 \$100 (\$150 for RUSH) to OEFFA.

Handlers must also send complete traceability information for the lot codes listed on the TCA. This includes sourcing/purchase documents for ingredients, batch/processing records, storage, and sales documents. There is a limit of five 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. **Product year** – The year in which the crop/product you are selling was grown/made. For example, when a crop is grown and harvested 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 one week.
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.