

The Final Fee Submission Form and payment of any final fees must be submitted before the updated organic certificate will be issued. If preferred, final fees can be submitted more than once a year. Applicants may submit the information requested on the Final Fee Submission Form in a different format if another method of tracking organic sales of products/services certified by MCIA is used. Please note that you can access an electronic version of the Organic Final Fee Submission Forms at [www.mciaorganic.org](http://www.mciaorganic.org), which can help total the fees for you.

**Please follow these instructions when filling out page 2 of the form:**

1. Identification: Please list your Applicant Number, Name or Company Name, and your City and State.
2. Product: Name of product—this should match the invoice. Use additional sheets if necessary.
3. Lot number: Your lot number.
4. Amount Sold/Handled: List the amount of product sold or handled.
5. Dollar Value of Product: The amount the buyer/contractor paid for the organic product or the handling of organic product.
6. Total: Sum of the Dollar Value of Product/Service. This amount will be used to fill out page 1 of the form.

**Based on your type of operation use the appropriate fee schedule below to fill out page 1 of the form:**

**For Crop/Livestock/Wild Crop Producers:**

Percentage of Total Organic Revenue:  
0.5% of the **first** \$500,000 in sales  
0.25% from \$500,001 to \$750,000  
0.1% over \$750,000

7. Enter Total Dollar Value of Product/Service Rendered: Indicate the total (taken from page 2) divided into the appropriate dollar amount bracket(s).
8. Amount Due to MCIA: Take the amount in the Total Dollar Value of Product/Service Rendered and multiply it by the amount in the Fee % for Crop/Livestock/Wild Crop Producers column to come up with the amount due.
  - Example: If \$900,000 of organic product is sold, the Total Amount Due to MCIA would equal  $[(900,000 - 750,000 \times .001) + (250,000 \times .0025) + (500,000 \times .005) = \$150 + \$625 + \$2,500 = \$3,275]$ .Add up the dollar amounts to determine the Total Amount Due MCIA.
9. Sign and date the form and submit along with payment to MCIA.

**For Handlers/Processors:**

Percentage of Total Organic Revenue:  
0.5% of the **first** \$1,000,000 in sales  
0.25% from \$1,000,001 to \$2,000,000  
0.1% from \$2,000,001 to \$5,000,000  
0.05% from \$5,000,001, to \$10,000,000  
0.025% over \$10,000,000

7. Enter Total Dollar Value of Product/Service Rendered: Indicate the total (taken from page 2) divided into the appropriate dollar amount bracket(s).
8. Amount Due to MCIA: Take the amount in the Total Dollar Value of Product/Service Rendered and multiply it by the amount in the Fee % for Processors/Handlers column to come up with the amount due.
  - Example: If \$3,500,000 of organic product is sold and or handled, the Total Amount Due to MCIA would equal  $[(3,500,000 - 2,000,000 \times .001) + (1,000,000 \times .0025) + (1,000,000 \times .005) = \$1,500 + \$2,500 + \$5,000 = \$9,000]$ .Add up the dollar amounts to determine the Total Amount Due MCIA.
9. Sign and date the form and submit along with payment to MCIA.

**For Handlers that meet the definition of Exemptions and/or Exclusions (see §205.101 of the NOP):**

Percentage of Total Organic Revenue:

0.25% of the first \$1,000,000 in sales

0.125% from \$1,000,001 to \$2,000,000

0.05% from \$2,000,001 to \$14,500,000 (maximum fee \$10,000)

7. Enter Total Dollar Value of Product/Service Rendered: Indicate the total (taken from page 2) divided into the appropriate dollar amount bracket(s).
8. Amount Due to MCIA: Take the amount in the Total Dollar Value of Product/Service Rendered and multiply it by the amount in the Fee % for Processors/Handlers column to come up with the amount due.
  - Example: If \$3,500,000 of organic product is sold and or handled, the Total Amount Due to MCIA would equal  $[(3,500,000 - 2,000,000 \times .0005) + (1,000,000 \times .00125) + (1,000,000 \times .0025)] = \$750 + \$1,250 + \$2,500 = \$4,500$ .
9. Sign and date the form and submit along with payment to MCIA.