

## INSTRUCTIONS TO REGISTRANTS FOR FILING 2014 PESTICIDE REGISTRATION MAINTENANCE FEES

The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) requires everyone who holds an active or suspended pesticide registration to pay an annual fee to keep the registration in effect.

The fee is **\$3,575 for each registration** up to the maximum fees which can be assessed to a single registrant. For certain qualified small businesses, there is now a provision for a **25% waiver of the fee on the first product**. A qualified small business must have 500 or fewer employees; during the 3-year period prior to the most recent maintenance fee billing, have **average annual global gross revenue from all sources (includes pesticide and non-pesticide revenue)** that did not exceed \$10 million; and hold not more than 5 Section 3 and Section 24(c) pesticide registrations combined. See fee schedules on page 8 for details. The following documentation is required in order for Agency staff to evaluate your eligibility for the 25% waiver:

- Documentation of payroll information such as a recent IRS Form 941 or a statement certifying the total number of individuals employed by the applicant;
- Documentation of the 3-year average annual global gross revenue (2010, 2011 and 2012) from all sources which may include the first page of IRS Forms 1065, 1120, or 1120S, as applicable, or audited financial statements. Please note that financial information must include any parent company or affiliates.

**2014 MAINTENANCE FEES ARE DUE BY JANUARY 15, 2014**

### **Pay On-Line (See Pages 5 and 6 for Instructions)**

Registrations for which the fee is not paid will be canceled, by order and without a hearing. If you do not pay the fee to keep a registration in effect, you will be permitted until January 15, 2014, to dispose of existing stocks of the pesticide, except in special circumstances when less time may be granted.

#### **Paperwork Reduction Act Notice**

*Public reporting burden for the collection of information is estimated to average 0.9 hours per response, including time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to:*

Director, Collection Strategies Division (2822)  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue NW  
Washington, DC 20460

Or to: Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503

Include the OMB Number (OMB 2070-100) in any correspondence.

## COMPLETENESS OF MAILING

Please make sure you received all of the following items in this mailing:

- A transmittal letter from Steven Bradbury, the Director of the Office of Pesticide Programs;
- A computer printout listing all your active or suspended registrations under either section 3 or section 24(c), as shown in our records in October, 2013; and
- The Pesticide Registration Maintenance Fee Filing Form already labeled with your EPA company number and company name and address of record for filing your response.

You will need all of these items. If any of them are missing, you can get replacements by calling our toll free maintenance fee line at **1-800-444-7255**.

## GENERAL INSTRUCTIONS

You must choose which of your registrations to support by paying the maintenance fee, and which to ask us to cancel. You report your decisions about individual registrations to us by annotating the enclosed computer printout. You then summarize your decisions on the Pesticide Registration Maintenance Fee Filing Form and return the annotated printout, a copy of the form and your check for the appropriate fee to EPA **or pay on-line at [www.pay.gov](http://www.pay.gov)**. Payment instructions can be found on page 6.

## REGISTRATIONS SUBJECT TO THE MAINTENANCE FEE

The fee must be paid to keep in effect all primary registrations granted under FIFRA section 3, and all registrations to meet special local needs granted under FIFRA section 24(c).

Section 3 registrations for which the maintenance fee is required are identified in the printout by a two-element registration number in which your EPA Company Number is the first element. Section 24(c) registrations for which the maintenance fee are

required are identified in the printout by a three-element number including the abbreviation of the state issuing the registration, the last two digits of the year it was issued, and a four-digit serial number.

## FEE WAIVER FOR MINOR AGRICULTURAL USE

The 1990 Farm Bill amended FIFRA to allow the Administrator to reduce or waive maintenance fees for minor agricultural use registrations, when she determines that the fee would be likely to cause significant impact on the availability of the pesticide for the use. If you believe that one or more of your registrations may qualify for this reduction or waiver, please call the toll free maintenance fee line at 1-800-444-7255 for special instructions.

## FEE WAIVER FOR PUBLIC HEALTH PESTICIDES AS DEFINED BY THE FOOD QUALITY PROTECTION ACT

The Food Quality Protection Act (FQPA) allows the Administrator to waive the maintenance fee for public health pesticides if the Administrator determines, based on information supplied by the registrant that the economic return to the registrant from sales of the pesticide does not support the registration or reregistration of the pesticide.

To qualify as a public health pesticide, as defined by FQPA, the following conditions must be met:

1. The public health use of the pesticide product must be a minor use. FIFRA defines "minor use" in Section 2(11).
2. The pesticide must be registered for use **and used predominantly** in public health programs.
3. The use of the pesticide in the public health program must be for vector control or for other recognized public health protection purposes.

If you believe that one or more of your registrations meet all three of these criteria, please include a written justification which identifies the product(s) and explains why the product(s) meet the statutory definition of a public health pesticide and why the fee should be waived.

### **25% WAIVER OF THE FEE ON THE FIRST PRODUCT FOR QUALIFIED SMALL BUSINESSES**

For certain qualified small businesses, there is now a provision for a 25% waiver of the fee on the first product. A qualified small business must have 500 or fewer employees; during the 3-year period prior to the most recent maintenance fee billing, have **average annual global gross revenue from all sources (includes pesticide and non-pesticide revenue)** that did not exceed \$10 million; and hold not more than 5 Section 3 and Section 24(c) pesticide registrations combined. The following items are required to allow Agency staff to evaluate your eligibility for the 25% waiver:

- Documentation of payroll information such as a recent IRS Form 941 or a statement certifying the total number of individuals employed by the applicant;
- Documentation of the 3-year average annual global gross revenue (2010, 2011 and 2012) from all sources which may include the first page of IRS Forms 1065, 1120, or 1120S, as applicable, or audited financial statements. Please note that financial information must include any parent company or affiliates.

### **REGISTRATIONS NOT SUBJECT TO THE MAINTENANCE FEE**

The maintenance fee requirement does not apply to supplemental registrations of distributors which are identified by a three-element registration number in which your EPA company number is the third element. No supplemental registrations are included on the enclosed printout.

### **FIRMS WITH MORE THAN ONE EPA COMPANY NUMBER**

If your firm holds registrations under more than one EPA company number, you will receive a separate mailing of each account. It may be to your advantage to combine your maintenance fee filings for all subdivisions of your firm, and discard the other filing forms you received. On this single form for your combined return please be sure to (a) list in block B all the EPA company numbers covered by the combined return, (b) report in block C only the combined totals for all company numbers included in the return, and (c) append to the form you send to EPA in Washington, D.C. the annotated printouts for all the company numbers included in the return.

### **FEE PAYMENT FOR THIRD-PARTY REGISTRATIONS**

If you wish to pay the maintenance fee for a registration held by another firm or third party, please call the toll-free maintenance fee information line at 1-800-444-7255 for special instructions.

### **EPA'S FEDERAL TAX IDENTIFICATION NUMBER**

In case you need it for your internal records of fee payments, the Environmental Protection Agency's Federal Tax Identification Number is 52-085-2695.

### **TOLL-FREE ASSISTANCE**

If you have questions about entries on the computer printout or about how to respond to the maintenance fee requirement, you can get help by calling the toll-free maintenance fee information line at 1-800-444-7255.

## STEP-BY STEP INSTRUCTIONS

**Step 1. Check the enclosed computer printout** carefully against your own records and confirm the accuracy of the information. The printout may include some errors, it may include some entries for which you've already requested cancellation, or it may omit some registrations you think are active. Please call any such errors or omissions to our attention when you file your response. Handle any errors or omissions as described below. Call the toll-free line for help if you're not sure.

- a. **Errors in Product Name:** Correct misspellings or other errors in the product name directly on the printout.
- b. **Previously Canceled Registrations:** If the printout includes registrations you think have already been canceled, circle the keyword "CAN" beside the registration number, and we'll correct the entry in our records. Note that paying the fee will not reactivate a registration which has already been canceled.
- c. **Pending Cancellations:** If the printout includes registrations you have already asked us to cancel, circle the keyword "CAN" beside the registration number.
- d. **Suspended Registrations:** YOU must pay the fee to maintain a registration which has been suspended.

Circle the keyword "PAY". Payment of the fee for a suspended registration does not lift the suspension, but non-payment of the fee will result in its cancellation.

- e. **Transferred Registrations:** If the printout includes registrations for which EPA has already approved in writing a transfer to another registrant, circle the keyword "TRN" beside the registration number, and identify the registrant who received the transfer in the blank to the right of the product name. Please mark this response **ONLY** for

transfers EPA has already approved. If you aren't sure whether a transfer has been approved by EPA, call the toll-free number for help.

- f. **Registrations included in error:** If the printout includes entries which are not your registrations and were included in error, circle the keyword "ERR" beside the registration number.
- g. **Omitted Registrations:** If you think an active registration for which you wish to pay the fee has been omitted from the printout, identify it by registration number and product name (or by 24(c) number and description) on a separate sheet of paper, and include that supplemental list with your response.

**Step 2. Decide which registrations to support, and which to cancel.** When you've identified and corrected any discrepancies between the printout and your own records, you must decide which registrations to support by paying the maintenance fee, and which to cancel. This choice is entirely up to you.

**Step 3. Report your decisions** by annotating the printout. Make sure to circle one of the four keywords beside the registration number for each entry. Circle "PAY" if you decide to support the registration by paying the fee. Circle "CAN" if you decide not to pay the fee, and want EPA to cancel the registration.

When you reach the bottom of each page of the printout, count the number of times you've circled each keyword on that page, and write the counts for that page at the bottom of the keyword columns. Continue through any additional pages of the printout. Please double check to ensure that you have circled one keyword for every line on the printout.

#### Step 4. Complete the Maintenance Fee Filing Form

##### Section A. Registrant Identification

The EPA company number, registrant name, agent of record (if any) and address of record will all appear on a special label on the form. Type or print legibly any corrections to this information to the right of the label.

##### Section B. Company Numbers

Leave this area blank unless your firm holds registrations under more than one EPA company number and you are filing a combined return for more than one account on a single form. If this is the case enter here all EPA-assigned company numbers covered by this return, and be sure to include all annotated printouts with your response to EPA in Washington, D.C.

##### Section C. Maintenance Fee Determination

Line 1. Enter the total number of registrations on all attached printouts for which you circled the keyword "PAY".

Line 2. Enter the total number of registrations on all attached printouts for which you circled the keyword "TRN".

Line 3. Enter the total number of registrations on all attached printouts for which you circled the keyword "CAN".

Line 4. Enter the total number of registrations on all attached printouts for which you circled the keyword "ERR".

Line 5. Enter the total number of registrations omitted from the printouts which you've listed separately as additions, and which you will support by paying the fee.

Line 6. Enter the sum of lines 1 and 5. This is the total number of registrations you will support by paying the fee.

Line 7. Enter the fee due. Determine which Fee Table to use.

A Small Business registrant employed 500 or fewer people and during the 3-year period ending on January 15, 2014, had average annual global gross revenue **from chemical sales** that did not exceed \$60 million. If you qualify, please write "Small Business" in the space to the right of line 7 and provide documentation of the number of employees (documentation may, in part, include payroll information and a recent IRS Form 941, together with a statement certifying the total number of individuals employed by the applicant) and the 3-year average annual global gross revenue from chemical sales (documentation may include the first page of income tax returns filed with the Internal Revenue Service which includes gross receipts or sales, such as IRS Forms 1065, 1120, or 1120S, as applicable, the applicant's most recent IRS 941, and audited financial statements). A Small Business shall use Fee Table B on page 8 of these instructions.

A Qualified Small Business registrant employed 500 or fewer people and during the 3-year period ending on January 15, 2014, had **average annual global gross revenue from all sources (includes pesticide and non-pesticide revenue)** that did not exceed \$10 million and hold not more than five (5) Section 3 and Section 24(c) pesticide registrations combined. If you qualify, please write "Qualified Small Business" in the space to the right of line 7 and provide documentation of the number of employees (documentation may, in part, include payroll information and a recent IRS Form 941, together with a statement certifying the total number of individuals employed by the applicant) and the 3-year average annual global gross revenue from all sources, pesticide and non-pesticide (documentation may include the first page of income tax returns filed with the Internal Revenue Service which includes gross receipts or sales, such as IRS Forms 1065, 1120, or 1120S, as applicable, the applicant's most recent IRS 941, and audited financial statements). A Qualified Small Business shall use Fee Table C on page 8 of these instructions.

If you do not qualify as a Small Business or a Qualified Small Business, use Fee Table A on page 8 of these instructions.

Using the appropriate Fee Table, either Table A, Table B or Table C, determine the fee due by looking up the number you've entered on line 6--the number of registrations you will support--in the appropriate Fee Table at the end of these instructions, and enter the fee amount from the table in line 7. This is the amount due by January 15, 2014. If the number on line 6 is zero, enter a zero on line 7 as well.

Line 8. If paying by check, bank draft, or money order, enter the ID number to ensure proper credit in case the check and filing form become separated. If paying through Pay.gov, enter the 8-digit Pay.gov Tracking ID.

#### Section D. Authorized Company Representative

Type or print the name, title, telephone number, and email address of the person signing the filing form. Sign it and date it.

**Step 5. Pay the Fee.** If you do not pay on-line, payments must be in U.S. currency by check, bank draft or money order drawn to the order of the U.S. Environmental Protection Agency. To ensure proper credit of your payment, write the company number printed on the label in Section A of the filing form on the face of your check. Attach the check to the second copy of the filing form and mail to:

U.S. Environmental Protection Agency  
Pesticide Maintenance Fees  
PO Box 979031  
St. Louis, MO 63197-9000

If you prefer to send payment via **private courier**, please use the following address:

U.S. Bank  
Government Lockbox 979031  
1005 Convention Plaza  
SL-MO-C2-GL  
St. Louis, MO 63179  
Telephone: (314) 425-1818

#### Pay Maintenance Fees On-Line

Maintenance fees may be paid on-line via credit card or electronic fund transfer. To submit a payment on-line, visit [www.pay.gov](http://www.pay.gov). From the pay.gov home page, select "search by form name." From the next page, select "P," then click on "**Pesticide Registration Maintenance Fee**" and complete the form. The maximum amount that may be charged to a credit card is \$49,999. There is no limit on the amount that may be paid via electronic fund transfer.

If you pay on-line do not mail a copy of the form to St. Louis. Please, however, mail a copy of the form and listing to the Washington, DC address.

**Step 6. Mail your return.** Attach all pages of the annotated printout and any supplemental listings of omitted registrations and the original copy of the filing form, and mail it to:

U.S. Environmental Protection Agency  
Office of Pesticide Programs (7504P)  
Document Processing Desk (MFEE)  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., NW  
Washington, DC 20460-0001

If you prefer to send the filing form and annotated printout via **private courier**, please use the following address:

U.S. Environmental Protection Agency  
Office of Pesticide Programs (7504P)  
Document Processing Desk (MFEE)  
Room S-4900  
2777 South Crystal Drive  
Arlington, VA 22202

## FINAL CHECKLIST

Before you mail your response make sure you:

- Circle one of the four keywords on every numbered line in the printout.
- List by registration number and product name any registrations omitted from the printout that are active registrations for which you are paying the fee.
- Write the number of your check on line C8 of the filing form.
- Write your EPA company number on the face of your check.
- Sign and date the filing form and include in Section D the name, email address and telephone number of someone who will be able to answer questions about your response.
- Make two copies of the filing form.
- Keep one copy of the filing form for your records.
- Attach your check securely to one copy of the filing form and send it to St. Louis.
- Attach all pages of the annotated printout(s) to one copy of the filing form and mail it to Washington, DC or send it by courier to Arlington, VA. If you are a Small Business or a Qualified Small Business, please include documentation of the number of employees. Documentation may, in part, include payroll information and a recent IRS Form 941, together with a statement certifying the total number of individuals employed by the applicant and the 3-year average sales. This documentation may include the first page of income tax returns filed with the Internal Revenue Service which includes gross receipts or sales, such as IRS Forms 1065, 1120, or 1120S, as applicable, the applicant's most recent IRS 941, and audited financial statements.

### REMINDERS

- Maintenance fee responses and checks must be **postmarked by January 15, 2014**
- EPA Federal Tax Identification Number: 52-085-2695.
- Make checks payable to: U.S. Environmental Protection Agency
- Toll-free Maintenance Fee Information Line: 1-800-444-7255.

### Notice to Customers Making Payment by Check

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to 2 times.

### Fee Table A

#### Fee Payments Required to Maintain Registrations in 2014

# Regs	Fee (\$)	# Regs	Fee (\$)	# Regs	Fee (\$)	# Regs	Fee (\$)
1	\$3,575	16	\$57,200	31	\$110,825	63	\$161,975
2	\$7,150	17	\$60,775	32	\$114,400	64	\$165,550
3	\$10,725	18	\$64,350	33 - 50	\$115,500	65	\$169,125
4	\$14,300	19	\$67,925	51	\$119,075	66	\$172,700
5	\$17,875	20	\$71,500	52	\$122,650	67	\$176,275
6	\$21,450	21	\$75,075	53	\$126,225	68	\$179,850
7	\$25,025	22	\$78,650	54	\$129,800	69	\$183,425
8	\$28,600	23	\$82,225	55	\$133,375	70 +	\$184,800
9	\$32,175	24	\$85,800	56	\$136,950		
10	\$35,750	25	\$89,375	57	\$140,525		
11	\$39,325	26	\$92,950	58	\$144,100		
12	\$42,900	27	\$96,525	59	\$147,675		
13	\$46,475	28	\$100,100	60	\$151,250		
14	\$50,050	29	\$103,675	61	\$154,825		
15	\$53,625	30	\$107,250	62	\$158,400		

### Fee Table B

#### Fee Payments Required to Maintain Registrations in 2014 for a Small Business

# Regs	Fee (\$)	# Regs	Fee (\$)	# Regs	Fee (\$)	# Regs	Fee (\$)
1	\$3,575	11	\$39,325	51	\$74,175	61	\$109,925
2	\$7,150	12	\$42,900	52	\$77,750	62	\$113,500
3	\$10,725	13	\$46,475	53	\$81,325	63	\$117,075
4	\$14,300	14	\$50,050	54	\$84,900	64	\$120,650
5	\$17,875	15	\$53,625	55	\$88,475	65 +	\$122,100
6	\$21,450	16	\$57,200	56	\$92,050		
7	\$25,025	17	\$60,775	57	\$95,625		
8	\$28,600	18	\$64,350	58	\$99,200		
9	\$32,175	19	\$67,925	59	\$102,775		
10	\$35,750	20 - 50	\$70,600	60	\$106,350		

**Note:** Use this table only if you qualify as a small business as defined in FIFRA Section 4(i)(5). Documentation is required in order to use Fee Table B. See page 5 of these instructions.

### Fee Table C

#### Fee Payments Required to Maintain Registrations in 2014 for a Qualified Small Business

# Regs	Fee (\$)
1	\$2,681
2	\$6,256
3	\$9,831
4	\$13,406
5	\$16,981

**Note:** Documentation is required in order to use Fee Table C. See page 5 of these instructions.