

# Organic Certification Cost Share Reimbursement Application

The USDA provides funding to assist with the costs of organic certification. Oregon producers or handlers who receive and/or update their certification from a USDA accredited certifier between: **October 1, 2009 through September 30, 2010** are eligible to receive reimbursement for 75% of certification fees, up to a maximum of \$750.

To apply for reimbursement, complete this application form and a W-9 form. **In addition, you must provide a copy of your fee invoice AND proof that you have been certified or re-certified. These documents must show payment and certification for the same certification year.** Incomplete applications will be returned.

Completed applications and all necessary documents must be submitted by **October 31, 2010**. Reimbursements will be made on a **first come first serve basis until all available funds have been disbursed**. Please allow approximately 4-6 weeks to receive your reimbursement.

## STEP 1: Contact Details

First Name		Last Name	
Farm <b>or</b> Business Name			
Address			
City	State	Zip	
Telephone	Fax		
Email			

## STEP 2: Name of Certifying Organization

<input type="checkbox"/> Oregon Tilth, Inc.	<input type="checkbox"/> Quality Assurance Intl.	<input type="checkbox"/> Stellar Certification Services
<input type="checkbox"/> Washington Dept of Ag.	<input type="checkbox"/> Other _____	

## STEP 3: Documentation for 2009-2010 2010-2011 certification year

You must include documents from your certifier that verify the total certification fee you have paid and a copy of your certification acknowledgement or letter that includes the date you were certified. These documents must be for the same year. Incomplete applications will be returned for additional information.
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## STEP 4: Calculate your Reimbursement

Certification Fee Paid	\$		x 75% (0.75) = \$	(Maximum \$750)
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The W-9 form must be submitted in order to receive payment under the cost-share program.

## STEP 5: Make Check Payable to

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Program questions? Contact Oregon Department of Agriculture Trade Manager Laura Barton.

**Return the Cost Share Reimbursement Application and necessary documents to:**

Organic Certification Cost Share Program  
 Agricultural Development and Marketing Division  
 Oregon Department of Agriculture, 1207 NW Naito Parkway, Suite 104, Portland OR 97209-2832  
 Telephone: 503-872-6600 - Fax: 503-872-6601

## STEP 6: Authorized Signature

Signature	Date
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All aspects of the Organic Certification Application are subject to USDA's Uniform Federal Assistance Regulations (7CFR 3015)

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### ODA use only

Application --  Approved  Denied  Incomplete & Returned    Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Reimbursement payment --  Approved    Signature \_\_\_\_\_ Date \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,