

**CHRISTMAS TREE PROMOTION, RESEARCH AND INFORMATION ORDER  
SALES/IMPORTER REPORT**

The following statements are made in accordance with the Privacy Act of 1974 (U.S.C. 552a) and the Paperwork Reduction Act of 1995. The authority for requesting this information to be supplied on this form is the Commodity Promotion, Research, and Information Act of 1996, Pub. L. 104-127, 110 Stat. 1032 (7 U.S.C. 7411-7425). Furnishing the requested information is necessary for the administration of this program. Submission of Tax Identification Number or Business Identification Number is mandatory, and will be used to determine affiliation or entity identification.

**Contact Person:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_ **Tax ID# or Bus. ID#:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_ **Web-site:** \_\_\_\_\_

PERIOD COVERED BY THIS REPORT: \_\_\_\_\_ DATE OF REPORT (Due to Board): \_\_\_\_\_  
**Due no later than February 15, 2020 late fees and interest charges will be added to late payments**

**FOR ADDITIONAL SPACE, YOU MAY ATTACH YOUR OWN SEPARATE SHEETS. For questions about completing this report call (800) 985-0773 or email: [info@ChristmasTreePromotionBoard.org](mailto:info@ChristmasTreePromotionBoard.org)**

This section represents all assessable **Christmas trees**.

ENTER TOTAL NUMBER OF CHRISTMAS TREES CUT and SOLD: \_\_\_\_\_

If address differs from above, please specify: \_\_\_\_\_

ENTER TOTAL NUMBER OF CHRISTMAS TREES IMPORTED: \_\_\_\_\_

Country of Origin/Port of Entry/Entry Number: \_\_\_\_\_

Assessment of \$0.15 per Christmas tree is due with this report by Feb. 15, 2020 X \$0.15

**TOTAL AMOUNT OF ASSESSMENTS DUE:** \$ \_\_\_\_\_

**CERTIFICATION:** I certify that the above information is true and correct to the best of my knowledge and the attached payment represents \$0.15 per Christmas tree for all Christmas trees cut and sold or imported during this reporting period for which I am required to pay the assessments as the producer or importer. I will submit verification of the above upon request. I also certify that I am authorized to sign this report.

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**Due no later than February 15, 2020 Late fees and Interest Charges will be added to late payments Please keep a copy of this form for your records/receipt along with a copy of your check.**

**Please Mail To: Christmas Tree Promotion Board  
P.O. Box 771711  
Dept. 5085  
Memphis, TN 38177(800) 985-0773  
[info@ChristmasTreePromotionBoard.org](mailto:info@ChristmasTreePromotionBoard.org)**

This report is required by law [7 U.S.C. 7416, 7 CFR Part 1214.52 and 7 CFR Part 1214.60]. Failure to report can result in a fine of not less than \$1,200 or more than \$12,000 for each such violation. Each such violation shall be deemed a separate violation. The making of any false statement or representation on this form, knowing it to be false, is a violation of Title 18, Section 1001 United States Code, which provides for the penalty of a fine of \$10,000 or imprisonment of not more than five years, or both.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0268. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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