


**THIS FORM IS TO BE USED TO ADD NEW PRODUCERS AND THEIR INFORMATION**  
**THIS SUPPLEMENTAL PAGE SHOULD ONLY BE USED WITH A COMPLETED HANDLER'S REPORT**

Report Submitted By:  N.W.P.B. Account No.:  Month Covered By This Report:  Date of Last Report (State if First or Last Report)	 <p><b>National Watermelon Promotion Board</b> address, city, state zip (xxx) xxx-xxxx - Phone, (xxx) xxx-xxxx - Fax</p> <p><small>INSTRUCTIONS: Mail the original copy to the N.W.P.B. with full remittance. Must be postmarked within 30 days after the month the watermelons were handled.</small></p>
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**LIST BELOW NAME AND N.W.P.B. ACCOUNT NUMBER OF PRODUCER FROM WHOM YOU PURCHASED WATERMELONS AS WELL AS YOUR OWN PRODUCTION:**

FULL NAME, ADDRESS AND PHONE NUMBER OF PRODUCER	FARM ID OR SOC. SEC. NO.	CWT ** * (1)	PRODUCER'S ASSESSMENT * (2)	HANDLER'S ASSESSMENT * (3)	TOTAL ASSESSMENT * (4)
			\$ -	\$ -	\$ -
1			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>** HUNDREDWEIGHT (CWT) Grand Totals:</b>		-	\$ -	\$ -	\$ -

The N.W.P.B. will assign account numbers to the producers listed above. This form is to be used only for new producers that are not currently on the handler's account list. Please provide the current address, phone number, and farm ID or social security number for each producer.


<b>For N.W.P.B. Use Only.</b>	<b>CERTIFICATION:</b> I certify that the above information is true and correct to the best of my knowledge and the attached remittance represents all watermelons handled during this reporting period on which was required to pay the assessment.
<b>Check #.</b>	
<b>Check Amount:</b>	
<b>Date Deposited:</b>	
<b>Batch #</b>	
Date    Signature and Title	

## Directions For NWPB Handler's Report



1. **REPORT SUBMITTED BY:** Put your company name.
2. **NWPB ACCOUNT NO.:** Put your handler number.
3. **MONTH COVERED BY THIS REPORT:** Put the month in which the watermelons were handled. (Please complete a separate report for each month in which watermelons were handled.)
4. **DATE OF LAST REPORT:** Put the month of the last report. Put "First" if this is the first report of the year. Put "Last" if this is the last report of the year.
5. **NAME OF PRODUCER:** Put the name of the producer. (If you have never reported this producer before, please use a supplemental handler's report form and include the address, phone number, and name of contact person if company name is listed.)
6. **NWPB ACCOUNT NUMBER:** Put the NWPB Account number for that producer. If you do not have the NWPB account number, you can call us to get it or leave the column blank.
7. **CWT:** Means hundredweight. To get the hundredweight, take the number of pounds bought from the producer and divide by 100.
8. **PRODUCER'S ASSESSMENT:** To get the producer's assessment, take the CWT and multiply by .03.
9. **HANDLER'S ASSESSMENT:** To get the handler's assessment, take the CWT and multiply by .03.
10. **TOTAL ASSESSMENT:** To get the total assessment, add the producer's assessment and the handler's assessment together.
11. Repeat steps 5 – 10 for any additional producers handled during that month.
12. **GRAND TOTALS:** Add all columns down to get the grand totals.
13. Sign and date the report.
14. Send the check for grand total of the Total Assessment column in the darkened box.
15. Reports must be received in our office by the 40th day after the month in which the watermelons are handled. (A calendar is included containing the due dates.) If received after the due date, interest and penalties will be billed out.

*If you have any questions, please call the Industry Affairs Department  
toll-free at (877)599-9595*




According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and 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 0581-0093. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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). USDA is an equal opportunity provider, employer, and lender.





**National  
Watermelon  
Promotion Board**

# Online Handler's Report User's Guide

Following are the instructions for filing your handler's report(s) online.

1. Log on to [www.watermelon.org](http://www.watermelon.org) and click on the Industry Members tab.



2. To enter the industry section you must enter your Handler ID/NWPB Account # into the password slot.



3. Once you've entered the industry section click the **"Online Handler's Report"** tab. (You should now be on the Watermelon Board Login page.)



4. On the **“Watermelon Board Login”** page you can click on the registration link to register and choose your username and password.

**Watermelon Board Login**

Watermelon

Username:

Password:

[Registration](#) / [Forgot your password](#) / [FAQ's](#)

5. Fill in the information on the registration page. (Your registration must be verified by an NWPB employee.
6. After your registration is verified, you will receive an email from the NWPB that you are approved to use the system. Once you are approved, you can now go to the **“Watermelon Board Login”** page and log on by entering your username and password.
7. Once your logged on you will be forwarded to the **“Main Menu”** where you can select your company, then select if you would like to **“Manage Handler Report”** or **“Update Your Account”**.

Watermelon

Welcome Andrea Smith  
Last Login Date: December 15, 2006

FAQ Link

**Main Menu**

Choose Participant:

Sample's Production: 11990909

8. To file your handler's report click the **“Manage Handler Report”** button.
9. You should see a list of all your handler's reports that were previously filed. You now have the option to start a new handler's report or return to a report that is still open (not yet submitted to NWPB).

10. To start a new report select **“Click Here to Start a New Form”** or to return to an open report just click the **“View”** button.

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### Handler Reports

You currently have no open Handler Report Forms. [Click here to Start A New Entry.](#)

Month Covered By This Report	Total	Status
June 2006	500.00	Submitted <a href="#">View</a>

11. You should be on the page that says **“Handler Report Form”**. You can select the month that this report will cover, and then click on the **“Submit”** button. (You should also see the last month that you reported).

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### Handler Report Form

Month Covered By This Report:

Date of Last Report (State if First or Last Report):

12. You should see a drop down box called **“Name of Producer”**. Click on this box at the down arrow. You can now see a list of your producer(s). Select the producer you are filing on and enter the weight in the box named **“CWT”** then click the **“Add Transaction”** button. You should be able to see what you entered completed below. Follow this step for each producer that you are reporting.

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### Handler Report Form

Month Covered By This Report: **July 2006**

Date of Last Report: **June 2006**

**NAME OF PRODUCER** **CWT**

F000000 - Sample Farms

If the producer to add does not appear in this list, click [here to Add A Producer.](#)

13. While working with your handler's report you have three options. You can either click the **"Save Report"** button to leave this report open and continue another time, click the **"Select Payment Date"** button if you have finished this report and are ready to start the payment process, or click the **"Delete Report"** button if you would like to remove this report and start over on this report.


NAME OF PRODUCER	N.W.P.B. ACCOUNT NUMBER	CWT	PRODUCER'S ASSESSMENT	HANDLER'S ASSESSMENT	TOTAL ASSESSMENT	
Sample Farms	P999999	15000.0	\$300.00	\$300.00	\$600.00	<input type="button" value="Remove"/>
HUNDREDWEIGHT(CWT)		15000.0	\$300.00	\$300.00	\$600.00	
<b>Grand Totals</b>						

Click 'Save Report' to leave this report open and continue another time.

Click 'Submit Payment Date' if you have finished this report and are ready to start the payment process.

Click the 'Delete Report' button to permanently remove this report, allowing you to begin a new report.

14. To finish the report click the **"Select Payment Date"** button. You should now be on the **"Select Payment Date"** screen. On this screen you can select the payment date then click the **"Calculate Grand Total"** button.

WATERMELON  Welcome Andreu Smith Handler Report Form FAQ Logout

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### Select Payment Date

Month Covered By This Report: **July 2006** (this report must be postmarked by August 30, 2006 or received by September 09, 2006 to avoid penalties)


Date This Payment Will Be Mailed: August 01 2006

Click the 'Calculate Grand Total' button to calculate the total payment due, including any penalties and interest.

To cancel the payment process and return to the Handler Report Form, click the 'Go Back To Handler Report' button.

15. Now, you should be on the **"Total Payment Due"** screen which shows the total assessment, penalty and interest (if applicable) and the grand total. Now all you have to do is:



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### Total Payment Due


Total	\$600.00
Penalties and Interest	\$0.00
<b>Grand Total</b>	<b>\$600.00</b>

Please follow these steps to submit payment:

1. Click the "Generate and Submit Report" button below to electronically transmit the report data to the National Watermelon Promotion Board. To see how penalties and interest are calculated [click here](#).
2. Print the generated report by clicking "File" on the menu at the top of your browser, and select "Print".
3. Mail the printed report along with payment to National Watermelon Promotion Board, 3301 Quadrangle Blvd Suite 303, Orlando, FL 32817.

To cancel the payment process and return to the Handler Report Form, click the "Go Back To Handler Report" button below:

- a. Click the "Generate and Submit Report" button below to electronically transmit the report data to the NWPB.  
**(To cancel the payment process and return to the Handler Report Form, click the "Go Back To Handler Report" button.)**

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OSIB NO. 0851-0692

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**DESIGNATED HANDLER'S REPORT FOR WATERMELON RESEARCH AND PROMOTION ACT**

Report Submitted By: Sample's Produce, Inc.	National Watermelon Promotion Board
NWPB Account No: 99999999	3301 Quadrangle Blvd Suite 303, Orlando, FL 32817
Month Covered By This Report: July 2006	(407) 576-0211 or (877) 264-2555
Payment Due: August 09, 2006	
Date of Last Report: Start of First or Last Report: June 2006	<b>DISCLAIMER:</b> This is the original copy to the NWPB with full reference. Must be postmarked within 30 days after the month the watermelons were handled.

**LIST BELOW NAME AND NWPB ACCOUNT NUMBER OF PRODUCER FROM WHOM YOU PURCHASED WATERMELONS AS WELL AS YOUR OWN PRODUCTION.**

NAME OF PRODUCER	NWPB ACCOUNT NUMBER	CWT	PRODUCER'S ASSESSMENT	HANDLER'S ASSESSMENT	TOTAL ASSESSMENT
Sample Farms	9999999	10000	\$300.00	\$300.00	\$600.00
<b>UNCOLLECTED WEIGHT (CWT) Totals:</b>		<b>10000.0</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$600.00</b>
Late Payment Penalty:					\$0.00
<b>Grand Total:</b>					<b>\$600.00</b>

For NWPB Use Only:

CERTIFICATION: I certify that the above information is true and correct to the best of my knowledge and the attached reference represents all watermelons handled during this reporting period or such as is required to pay assessment.

\_\_\_\_\_  
 Date: \_\_\_\_\_ Signature and Title: \_\_\_\_\_

- b. **Print** the generated report by clicking "File" on the menu at the top of the browser, and select "Print".

c. **Mai**l the printed report along with payment to:

**National Watermelon Promotion Board  
Attn: Industry Affairs Dept.  
3501 Quadrangle Blvd., Suite 321  
Orlando, FL 32817**

If you have any questions please visit the FAQ page on this website or contact the Industry Affairs Department at toll-free (877) 599-9595.