

**Refund, Credit, or Transfer Application**

(Reference FSM 2230 and FSH 2209.13)

PERMITTEE (NAME & MAILING ADDRESS)						PERMIT NUMBER			
NATIONAL FOREST OR GRASSLAND						RANGER DISTRICT			
APPLICATION IS HEREBY MADE FOR: (Check one)									
<input type="checkbox"/> CREDIT ON NEXT YEAR'S FEES FOR UNUSED PORTION OF ____ PERMITTED USE. <div style="text-align: right;">(Year)</div>									
<input type="checkbox"/> REFUND OF FEES FOR <b>ANY OVERPAID</b> PORTION OF ____ PERMITTED USE. <div style="text-align: right;">(Year)</div>									
<input type="checkbox"/> TRANSFER CREDIT ( <b>RARELY USED</b> ) TO THE ACCOUNT OF _____									
PERMITTEE ACTION					FOREST SERVICE ACTION				
ALLOTMENT	CATTLE HORSES SHEEP	NO. OF HEAD	PERIOD <b>RANGELAND</b> NOT USED		PERMITTED HEAD MONTHS NOT USED	RATE PER HEAD MONTH	AMOUNT OF CREDIT	COMPUTED BY	CHECKED BY
			FROM	TO					
<b>TOTAL CREDIT OR REFUND \$</b>									
REASON FOR LESS USE THAN PERMITTED:									
SIGNATURE OF PERMITTEE					TITLE			DATE	
RECOMMENDATION: (Check one) <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL (Give reasons for either recommendation)									
SIGNATURE OF RECOMMENDING OFFICER			NAME (PRINT)			TITLE		DATE	
ACTION: (Check one) <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL (If disapproved, give reason(s))									
SIGNATURE OF AUTHORIZED OFFICER			NAME (PRINT)			TITLE		DATE	

**Burden Statement**

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**Instructions for Completion of Form FS-2200-001, Refund, Credit, or Transfer Application**  
(Reference FSM 2230 and FSH 2209.13)

- 1) Permittee – Enter Name and Mailing address of permit holder who is applying for Refund, Credit or Transfer.
- 2) Permit Number – Enter the identifying number of the active permit for which the Refund, Credit, or Transfer is being applied for.
- 3) Date – Enter the date the application is being submitted.
- 4) National Forest or Grassland – Enter the name of National Forest of which the active grazing permit is administered.
- 5) Ranger District – Enter the name of the Ranger District of which the active grazing permit is administered.
- 6) Application Hereby Made For: (check one) - Select by placing a check in the appropriate block to identify which process (Refund, Credit, or Transfer) is being applied for. For either Refund or Credit, enter the appropriate Grazing Year in the blank provided to identify permitted use. If Transfer is selected, then enter the complete entire name of the account that the credit will be applied to.
- 7) Permittee Action
  - a. Allotment – Enter the complete name of the allotment which the permitted use occurs on.
  - b. Cattle/Horses/Sheep – Enter the appropriate livestock kind.
  - c. No. of Head – Enter the number of animals
  - d. Period Range Not Used. (From/To) – Enter dates (mm/dd) of the period for which the refund, credit, or transfer is being applied for.
- 8) Forest Service Action
  - a. Permitted Head Months Not Used – Enter the calculated permitted head months not used
  - b. Rate Per Head Month – Enter the grazing fee for the appropriate year applied.
  - c. Amount of Credit – Enter the calculated amount of credit (permitted head months not used times rate per head month).
  - d. Computed by – Enter the initials of the person who computed the credit amount.
  - e. Checked by – Enter the initials of the person who checked the computed calculation.
  - f. Total Credit or Refund – Enter the total sum of the all the lines of Refund or Credit.
- 9) Reason for less use than Permitted – Narratively describe what contributed to need for refund, credit, or transfer.
- 10) Signature of Permittee – Enter the complete full name of the permit holder applying for the Refund, Credit, or Transfer.
- 11) Title – Enter the title of the person applying for Refund, Credit, or Transfer.
- 12) Date – Enter the date of signature.
- 13) Recommendation – Select by placing a check mark in the appropriate field identifying whether or not the application is recommended for Approval, or Disapproval.
- 14) Signature of Recommending Officer – Enter the official signature of the Recommending official
- 15) Name (Print) – Print the name of the recommending official.
- 16) Title – Enter the official Title of the recommending official
- 17) Date – Enter the date that the recommendation was submitted.
- 18) Action - Select by placing a check mark in the appropriate field identifying whether or not the application is Approved, or Disapproved.
- 19) Signature of Authorized Officer – Enter the official signature of the approving officer.
- 20) Name (Print) – Print the name of the approving officer.
- 21) Title – Enter the Official Title of the approving officer.
- 22) Date – Enter the date the approving officer signed the document.

