

USDA – FOREST SERVICE FEE CALCULATION FOR CONCESSION PERMITS		A. PERMITTEE (Name and address):			B. SUDS IDENTITY CODE			
C. PERIOD:			D. FEE CALCULATION SALES: \$		E. GROSS FIXED ASSETS (GFA): \$			
SOURCE OF SALES	SALES FOR FEE CALCULATION		BREAK EVEN POINT (SALES TO GFA)		RATE BASE		BALANCE OF SALES RATE	
	AMOUNTS	%	%	%	%	%	%	%
	1	II	III	IV	V	VI	VII	VIII
	\$							
	\$							
	\$							
	\$							
	\$							
	\$							
	\$							
	\$							
	\$							
	\$							
Total	\$							
ITEMS				RATE %	SALES		FEE	
1. COMPOSITE BREAK/EVEN POINT								
2. COMPOSITE RATE BASE								
3. COMPUTATION OF BASIC FEE								
a – on sales below break/even					\$		\$	
b – on sales from break/even to twice break/even								
c – on sales greater than twice break/even								
4. TOTALS (Sales and Basic Fee)					\$		\$	
5. WEIGHTED AVERAGE FEE RATE								
6. SLOPE TRANSPORT FEET				%	X	_____	=	
						(SALES AND BASIC FEE)		
7. SURCHARGE (if any)				\$	X	_____	=	\$
						(TOTAL BASIC FEE)		(SURCHARGE RATE)
8. COMMISSIONS AND OTHER INCOME				\$	X	_____	=	\$
						(COMMISSIONS)		(WEIGHTED AVG. FEE RATE)
9. FRANCHISE PAYMENTS				\$	X	_____	=	\$
						(FRANCHISE PAYMENTS)		(FRANCHISE RATE)
10. FEE EARNED (G/t payments to be billed separately)								\$
11. MINIMUM FEE PAID ----->								\$
12. TOTAL FEE DUE ----->								\$
13. PAYMENT TO DATE including credits ----->								\$
14. BALANCE DUE <input type="checkbox"/> CREDIT <input type="checkbox"/> (Check One) ----->								\$
PREPARED BY:		DATE		CHECKED BY:		DATE		

Previous edition is obsolete.

(See Reverse for instructions)

Use this form to document monitoring of compliance with special use authorizations and inspections of the area or improvements authorized by special use authorizations in accordance with FSM 2716. Insert additional lines as needed. Identify the authorization involved in the monitoring or inspection, the purpose of the monitoring or inspection, the name of the monitor or inspector, and the date of the monitoring or inspection. Identify any deficiencies encountered; consider attaching a map or photograph to enhance identification. Discuss any deficiencies with the holder, and note the date of the discussion. Corrective actions may be identified and scheduled in the operating plan with the authorized officer's concurrence. Keep the report in the case file, and provide a copy to the holder.

Failure to correct deficiencies identified and scheduled must be documented in a notice of noncompliance to the holder. The notice of noncompliance must specify the items of noncompliance and their factual and legal basis. In addition, the notice must identify the timeframe for correcting the noncompliance and the consequences for failure to correct it within that timeframe. Send the notice by certified mail or hand deliver it.

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 0596-0082. Response to this collection of information is mandatory. The authority to collect the information is the Organic Administration Act, 16 U.S.C. 551. The time required to complete this information collection is estimated to average 1 hour 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, audiotope, 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 How to File a Program Discrimination Complaint 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.

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The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

INSTRUCTIONS

1. Fill out blocks A-E at top of form.
2. Fill in Sources of Sales, Breakeven Points (column III); Rate Bases (column v), and Balance of Sales Rates (column VII) from permit fee clauses.
3. From permittee's report of sales, determine dollar amount of sales for each kind of business and enter in column I.
4. Determine the percentage that the sales for each kind of business is of total sales. Enter these percentages in column II rounded off to the nearest whole percent.
5. Multiply column III by column II and enter the result in column IV without decimals. Show a total for the column at the bottom. Point off two places. This is the composite breakeven point. Round it off to the nearest whole percent, dropping any amount less than 0.5 percent, and enter it on line 1 under Rate.
6. Multiply column V by column II and enter the products in column VI without decimals. Show a total for the column at the bottom. Point off four places. This is the composite rate base. Round it off to the nearest hundredth of a percent and enter it on line 2 under Rate.
7. Enter 50% of line 2 rate on line 3a under Rate rounded off to the nearest hundredth of a percent. Enter 150% of line 2 rate on line 3b under Rate rounded off to the nearest hundredth of a percent. (Note: line 3b minus 3a must always equal line 2.)
8. Multiply the entry in block E by the percentage on line 1. If the result is greater than the entry in block D, enter the block D amount on line 3a under Sales. If the result is less than block D, enter the result on line 3a under Sales.
9. Subtract entry on line 3a under Sales from total sales block D. If the difference between line 3a entry and block D is equal to or less than line 3a, post the difference to line 3b under Sales. If the difference is greater than line 3a, post an amount equal to

line 3a entry to line 3b. Post any balance of sales over line 3a and 3b total to line 3c under Sales. Total the results and post on line 4. Line 4 total sales must equal the block D entry.

10. If an entry is made under Sales on line 3c, multiply column VII by column II and enter the result in column VIII without decimals. Show a total for the column at the bottom. Point off four places. This is the composite balance of sales rate. Round it off to the nearest hundredth of a percent and enter it on line 3c under Rate.
11. Multiple line 3a Sales by line 3a Rate and post the result to line 3a, Fee. Follow the same procedure for lines 3b and 3c as appropriate. Post basic fee to line 4.
12. Divide line 4 Sales into line 4 Fee and post weighted average fee rate, rounded off to the nearest hundredth of a percent, to line 5 under Rate.
13. If surcharge applies, enter basic fee and surcharge percentage on line 6. Multiply and enter surcharge on line 7 under Fee.
14. Post commissions and other income to line 8. Multiply by weighted average fee rate line 5. Post the result on line 8 under Fee.
15. Post franchise payment to line 9, multiply by percentage due to the government. Post fee due on line 9 under Fee.
16. Add fees on line 4, 6, 7, 8, and 9 and post total to line 10 under Fee.
17. Enter minimum fee paid on line 11 under Fee.
18. 18. On line 12, enter entry from line 10 or 11, whichever is larger.
19. On line 13, enter payments made to date, including credit from previous year.
20. On line 14, enter the difference between line 12 and 13 and check off the appropriate word.