

## Instructions for the Receipts/Assessment Report

### Crop Year 20\_\_/20\_\_

1. For the crop year beginning September 1, 20\_\_ and ending September 31, 20\_\_, the receipts shall be reported and the assessment shall be calculated and paid to the Administrative Committee for Pistachios (ACP) in the following manner:
  - a. The assessment shall be at the rate of \$ \_\_. \_\_\_\_ per pound of inshell pistachios, free of internal defects as defined in 7 CFR § 983.51, received for processing (hulling and drying) by a handler within each production year. This is the same as reported to the ACP as total combined marketable inshell, marketable closed shell and marketable shelling stock. Weight shall be computed at five percent (5%) moisture. Use actual inshell weight of closed shell and shelling stock. For loose kernels, the actual weight shall be multiplied by two to obtain an inshell weight.
  - b. Handlers who custom hull and dry for an individual are responsible for paying the assessment.
  - c. The assessment payment and accompanying Receipts/Assessment Report are due on or before December 15, 20\_\_, and must be postmarked no later than December 15, 20\_\_, or the payment shall be delinquent and penalty and interest charges will be imposed in accordance with Section 2. The postmark on the envelope containing the assessment payment and report shall be considered the date of payment and submittal of the report regardless of the date entered on the assessment payment, report or other documents provided to the ACP.
2. Delinquent assessments and reports shall be subject to a ten percent (10%) penalty. In addition, one and one-half percent (1.5%) interest will be added to the assessment and penalty for each thirty (30) days, or portion thereof, the delinquent balance of the assessment and penalty is unpaid. There will be no exceptions (7 CFR § 983.73).
3. The first handler is required to:
  - a. Remit assessments to the ACP;
  - b. File the Receipts/Assessment Report with the ACP; and
  - c. Keep complete and accurate reports of all pistachios received, which shall be maintained for at least three (3) years beyond the crop year of their applicability (7 CFR § 983.66) and made available to the ACP on demand.
4. Custom handlers (hullers, dryers or processors) are responsible for the payment of assessments based on custom hulled and dried product when the producer retains title to such nuts upon completion of such operations.
5. It is a misdemeanor to willfully furnish false reports, statements or records required by the ACP; to fail or refuse to furnish information as requested for persons from whom pistachios have been received and the quantity involved; or to secrete, destroy or alter records required by the ACP.
6. In the event you have questions regarding payment of assessment, submission of the Receipts/Assessment Report or other obligations under the law, please contact the ACP.

#### Administrative Committee for Pistachios

499 West Shaw Avenue, Suite 140

Fresno, California 93704

Phone: (559) 255-6480, Fax: (559) 255-6485, Email: [admin@acpistachios.org](mailto:admin@acpistachios.org)

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 0581-0215. The time required to complete this information collection is estimated to average 15 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.

<b>Crop Year:</b>		<b><u>Mail to:</u></b> <b>Administrative Committee for Pistachios</b> <b>499 West Shaw Avenue, Suite 140</b> <b>Fresno, California 93704</b> <u>Phone:</u> (559) 255-6480 <u>Fax:</u> (559) 255-6485 <u>Email:</u> admin@acpistachios.org	
Handler Name			
Prepared By			
Address			
City	State		

The assessment shall be at a rate of \$ \_\_\_\_\_ per pound of assessed weight California, Arizona, or New Mexico Pistachios. Each handler who receives pistachios for handling/processing shall pay the ACP by the date indicated below. The assessment will be levied on handlers' first receipts for processing of total combined marketable inshell, marketable closed shell and marketable shelling stock. All weights are to be calculated on an inshell basis and rounded off to the nearest pound.

NOTE: If you custom hulled and dried for a producer, you are the handler liable for the assessments on the hulled and dried product.

(Must be postmarked by December 15<sup>th</sup> to avoid penalty and interest fees - see instructions.)

Name	Title	Date
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Print, sign, and mail the original: \_\_\_\_\_  
Signature of Handler/Authorized Employee

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, 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.