



**Nature's International Certification Services**  
 224 East State Highway 56, Viroqua, WI 54665  
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# 2020 Fee Estimate Worksheet for Crop Producers

*"In Nature there is abundance, with Nature there is success"*

## KEEP AND RETAIN FOR YOUR RECORDS

### Annual Certification Fees – Crop Producers

As part of the certification process, annual certification, inspection, and user fees are assessed, as applicable, to your operation. All fees, including any add-on fees, are to be paid as part of the certification process. NICS offers a choice of two competitive fee schedules (explained below), which allows you to choose the certification fee option that best benefits your operation. Both options include a "Base Certification Fee" and "User Fees" based from your gross organic sales and/or services. Option 1 "User Fees" are based on your gross organic sales and/or services in the current year and is reported and paid on a quarterly basis. Option 2 "User Fees" are based on your previous year's gross organic sales and/or services (12 continuous months) and is a one-time payment submitted with your application fees. Once you choose Option 2 you cannot go back to Option 1 without approval and settlement of User Fees.

Option 1 – Crop Certification Fees		
<b>Base Certification Fee:</b>	<b>\$400.00</b>	<b>User Fees:</b> Reported and paid <b>quarterly</b> . This fee is based on actual gross sales and/or services, as noted below.
<b>Base Certification Fee*:</b> <small>*Applicable fee for new NICS clients after September 1 (See Fee Worksheet)</small>	<b>\$800.00</b>	

*Option 1 User Fees are .5% (.005) of all gross organic sales and services. This equals \$5 for every \$1000 of gross organic sales and services. The User Fee rate drops to .15% (.0015) for any gross organic sales and services over \$350,000 with maximum annual User Fees of \$10,000. Gross organic sales and services are to be reported to the office on a quarterly basis with applicable User Fees payable at that time, unless the Transaction Certificate System is used (in which case the User Fees are to be paid with the TC billing). You will receive a quarterly reporting form and must report within 30 days (even NO sales) or you may be subject to a Missed Deadline Fee, per the Additional Fees Sheet.*

Option 2 – Crop Certification Fees		
<b>Base Certification Fee:</b>	<b>\$400.00</b>	<b>User Fees:</b> Reported and paid <b>annually</b> with paperwork. This fee is based on previous year's gross organic sales and/or services. Use the "Gross Income from Sales of Certified Products" table below to calculate and include these fees with your Certification Fee.
<b>Base Certification Fee*:</b> <small>*Applicable fee for new NICS clients after September 1 (See Fee Worksheet)</small>	<b>\$800.00</b>	

*Option 2 User Fees are only for an updating NICS producer or a producer transferring to NICS from another certification agency who has been certified for a minimum of 12 continuous months and would prefer to report and pay annually rather than quarterly. Option 2 allows you to take your gross organic sales and/or services from the last 12 months and calculate your User Fees using the table below. Use the table below to locate the range of your gross organic sales and/or services to determine your annual User Fees. User Fees must be reported and paid with your Certification Fees and submitted with annual paperwork.*

Gross Income from Sales of Certified Products						
Sales of at least	Sales no more than	Option 2 Annual User Fee	<b>Option 2 Base Certification Fee</b> + <b>Option 2 Annual User Fees</b> = <b>Total Option 2 Certification Fees</b>	Sales of at least	Sales no more than	Option 2 Annual User Fee
\$0	\$4,999	\$25		\$100,000	\$124,999	\$625
\$5,000	\$9,999	\$50		\$125,000	\$149,999	\$750
\$10,000	\$14,999	\$75		\$150,000	\$174,999	\$875
\$15,000	\$24,999	\$125		\$175,000	\$199,999	\$1,000
\$25,000	\$34,999	\$175		\$200,000	\$224,999	\$1,125
\$35,000	\$49,999	\$250		\$225,000	\$249,999	\$1,250
\$50,000	\$64,999	\$325		\$250,000	\$299,999	\$1,500
\$65,000	\$79,999	\$400		\$300,000	\$399,999	\$1,825
\$80,000	\$99,999	\$500		\$400,000	\$499,999	\$2,000
Producers with gross organic sales and/or services over \$500,000			\$2,000 plus .15% (.0015) on all gross organic sales and/or services over \$500,000 with a maximum annual fee of \$10,000.			



## Annual Inspection Fees – Crop Producers

<b>Option 1 Inspection Base Fee:</b>	<b>\$300.00</b>	<b>Option 2 Inspection Base Fee:</b>	<b>\$300.00</b>
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*Both Option 1 and Option 2 require an Inspection Base Fee to be submitted with the Certification Fees. Total inspection costs include the base fee, applicable inspection expenses, plus a \$35 administrative fee. Once we receive the billing for your inspection, we will invoice you for your inspection expenses and administrative fee.*

## Annual Discounts Offered – Crop Certification Fees

Early Bird Certification Discount**	Veteran's Certification Discount
Complete application & full fees received by March 1, 2020: <span style="float: right;"><b>-\$50.00</b></span>	Annual Certification Discount: <span style="float: right;"><b>-\$75.00</b></span>
Complete application & full fees received by April 1, 2020: <span style="float: right;"><b>-\$25.00</b></span>	<i>Any operation that can exhibit ownership by a military veteran will qualify. Evidence of veteran status is required.</i>
<i>**For returning NICS producers only</i>	

*A complete application must include all items according to the enclosed check list and full fees. If the applicable checklist items are not received, the Early Bird Discount will not be given. The above discounts apply only to Certification Fees.*

## Annual Add-On Fees – Crop Certification Fees

On-Farm Processing/Handling & Maple Syrup Certification and Inspection Base Fees			
<b>On-Farm P/H Base Certification Fee:</b>	<b>\$200.00</b>	<b>On-Farm P/H Inspection Base Fee:</b>	<b>\$100.00</b>
<b>Maple Syrup Certification Fee:</b>	<b>\$75.00</b>		

*An On-Farm Processor/Handler (excluding maple syrup) is any certified organic operation which processes or packages organic agricultural products produced exclusively on their farm to be marketed as organic. Certification and Inspection Fees for On-Farm Processors/Handlers processing are assessed as an addition to the Option 1 or 2 Certification, Inspection, and User Fees outlined above.*

*Maple Syrup certification requests are not required to pay On-Farm Processor/Handler Fees or Inspection Fees, but are required to pay the Maple Syrup Certification Fee (no additional Inspection Fee) as an addition to the Option 1 or 2 Certification, and User Fees outlined above. Please contact the office with any questions.*

Multi-Site Operations Certification and Inspection Base Fee			
<b>Multi-Site Fee</b> for EACH location over 25 miles or for every additional 5 locations: <span style="float: right;"><b>\$100.00</b></span>	<b>Inspection Base Fee</b> for EACH location over 25 miles or for every 5 locations: <span style="float: right;"><b>\$100.00</b></span>		
Expedited Services			
<b>Expedited Crop Certification</b>	<b>\$600.00</b>		

*NICS offers an expedited certification service for those operations who have critical timing needs. While expedited services do not guarantee certification will be granted by a specified date, your certification request will receive priority processing and inspection assignment. The success of the expedited service lies in your ability to comply with the National Organic Program and your timely responses to requests for information. Please feel free to contact the office if you have any questions.*

## Refunds

*Producers wishing to withdraw their application or surrender their certificate may be eligible for a partial refund of Certification and Inspection Fees. Refunds, if applicable, will be pro-rated based upon the stage of the application at the time of the request. Please contact the office with any questions.*

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**KEEP AND RETAIN FOR YOUR RECORDS**

**Additional Service Fees**

The following additional service fees may be applicable to your operation and are nonrefundable fees based upon the frequency indicated. See Fee Definitions located below the table for more information about each individual fee. NICS reserves the right to charge additional fees, as applicable, for administrative and certification related services not specifically listed, and will be such additions will be charged at a rate of \$90/hour.

Fee Type	Fee Amount	Fee Frequency
Uncertified Applicant:	\$100	One-Time
September 1 Certification Fee:	\$400	One-Time
Administrative Fee:	\$90	Per Hour
Returned Check Fee:	\$30	Each
Extension Fee:	\$250	One-Time
Noncompliance Fee for Annual Updated Paperwork & Fees:	\$100	One-Time
Late Paperwork Fee:	\$75	Per Month
Reinstatement Fee:	\$300 / \$1,000	One-Time
Inspection Cancellation:	\$100	Each
Missed Deadline Fee:	\$30	Each
Mediation Fee:	\$150 / \$500	One-Time
Settlement Agreement Fee:	\$100	Annual
Unannounced Inspection Fee:	\$150	Per Inspection
Interest	1%	Monthly

**Fee Definitions**

**Uncertified Applicant:** This nonrefundable fee covers the additional administrative costs incurred by NICS when processing and evaluating an application for certification from an applicant who is not currently certified organic. This fee is required whether organic certification is ultimately granted or not.

**September 1 Certification Fee:** New NICS clients are subject to an additional certification fee if application materials are submitted to the NICS office after September 1. This fee is in addition to the Certification Base Fee and is nonrefundable.

**Administrative Fee:** Administrative Fees are assessed at a rate of \$90/hour for services such as, but not limited to: label review, adding additional products or services to an organic certificate, land adds after inspection, or other services provided outside of the normal scope of the annual certification process. Contact the office for more information.

**Returned Check Fee:** A returned check for non-sufficient funds is subject to a \$30 fee which includes the fee NICS is charged by our bank and NICS processing fee.

**Extension Fee:** An Extension Fee is due, along with the Extension of Certification request form by May 1, for NICS certified operations who are not renewing their certification and have certified inventory to be sold or who are transferring from NICS to another accredited certification agency. In addition, user fees for organic sales made during the extension period (May 1st - August 1st) are due quarterly and are based on a rate of .5% (.005) of the gross organic sales amount. Contact the office or refer to the NICS Certification Manual for more information on extending organic certification with NICS.

**Noncompliance Fee for Annual Updated Paperwork & Fees:** Annual update certification paperwork and applicable fees are due in the NICS office yearly by May 1. After May 1, noncompliance proceedings will begin and a \$100 fee will be assessed. Contact the office or refer to the NICS Certification Manual for more information about annual certification requirements.

**Reinstatement Fee:** A reinstatement request often demands the dedication of considerable staff hours. Therefore, those operations who are in need of reinstatement to the National Organic Program are assessed a Reinstatement Fee which covers staff time that is not considered part of a normal certification request. Reinstatement requests for suspensions which were issued strictly for failing to submit annual update paperwork and pay certification-related fees will be assessed at \$300. Reinstatement requests for all other suspensions are subject to a \$1,000 reinstatement fee. This fee is in addition to the certification fee and inspection deposit. Costs above inspection base fee are billed separately.

**Inspection Cancellation Fee:** If a scheduled inspection is canceled within one week (7 days) of the set inspection date, NICS reserves the right to charge a \$100 cancellation fee. Inspections canceled outside of the one-week window may be subject to additional travel cost. Please contact the office if you feel your inspection needs to be canceled so we may reschedule your inspection.

**Missed Deadline Fee:** Many communications from NICS include a deadline by which the certified operation must provide a response. Example of such communications may include, but are not limited to: requests for additional information, Interim Certification Determination Letters, Quarterly User Fee Reporting, or Notices of Noncompliance. Failure to provide an adequate response by the deadline indicated may leave the certified operation subject to our missed deadline fee of \$30 and possible adverse action. Note: overdue invoices are not subject to our missed deadline fee but are subject to interest.

**Mediation Fees:** In response to a Denial of Certification, Notice of Proposed Suspension, or Notice of Proposed Revocation, an applicant or certified operation may submit a written request for mediation as a means of resolving an adverse action. A mediation request must be accompanied by the prescribed mediation fees in order to cover NICS' administrative costs associated with mediation. Mediation of adverse actions related to submitting annual update paperwork and certification fees is subject to a \$150 mediation fee. All other mediation requests are subject to a \$500 mediation fee. Additional costs incurred during the course of mediation, such as the hiring of an outside mediator, are assumed by the applicant or certified operation, no matter the outcome of mediation. Additional administrative fees may apply as applicable. Contact the office or refer to the NICS Certification Manual for more information about mediation.

**Settlement Agreement Fees:** Successful mediation will result in the certified operation and NICS entering into a Settlement Agreement, wherein both parties agree to certain terms ensuring continued certification. Verification that the terms of a Settlement Agreement are being met requires additional administrative capacity and is therefore subject to a \$100, minimum, Settlement Agreement fee for each year the Settlement Agreement is active. Additional administrative fees may apply as applicable.

**Unannounced Inspection Fee:** All operations who are certified to the National Organic Program are eligible for unannounced inspections. Unannounced inspections can be performed because of a risk-based assessment determined by the NOP or NICS, or they could be random inspections because the inspector is in the area. All unannounced inspections will be assessed a \$150 flat-rate inspection fee which will cover the costs of the personnel conducting the inspection, but may not likely cover the costs associated with performing the inspection. Uncovered costs could be mileage, food, lodging, air travel, etc. However, if noncompliances were found as a result of the unannounced inspection, the operation will be liable for the full costs associated with conducting the inspection. Contact the office or refer to the NICS Certification Manual for more information about unannounced inspections.

**Interest:** You have a 30-day interest-free period for fees charged, provided you have paid your previous balance in full. Balances past 30 days will be charged 1% monthly on the 6th day of each month.



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**2020 Fee Estimate  
 Worksheet for Certified  
 Grassfed Add-On Services**

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**"Certified Grass Fed" Add-On Services**

In addition to organic certification under the National Organic Program (NOP), NICS is pleased to offer our services in support of two (2) unique, add-on certifications intended to satisfying growing market demand for third-party verification of grass-fed claims. Inspection services are now being offered for operations pursuing certification under the American Grassfed Association (AGA) Certification Program, while inspection and certification services are available to operations seeking certification under the Organic Plus Trust (OPT) Grass-Fed Organic Livestock Program. Please learn more about each program below and feel free to contact the NICS office with any questions. Inspections for add-on services may be scheduled to run concurrently with your annual organic inspection, as applicable.

**American Grassfed Association (AGA) Certification Program**

The AGA Certification Program is open to both organic and non-organic producers of ruminants, for both dairy and meat, as well as pastured pork growers. Producers interested in applying for AGA Grassfed certification must first contact AGA at (877) 774-7277 to become members. Membership dues may apply. Once membership is finalized and you are issued a member number, then NICS may schedule your inspection. Under the AGA Grassfed Program, NICS provides inspection services only, and the AGA itself retains the final authority to grant or deny certification. Operations currently certified organic by NICS are eligible for a discounted inspection fee, even if their livestock is not certified organic. Please contact NICS or the AGA directly for more information about AGA Grassfed Program, its standards, or the application process.

<b>Add-on Inspection Fee for operations currently certified organic by NICS:</b> <i>This option includes operations who are certified organic by NICS.</i>	<b>\$200</b>
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<b>Add-on Inspection Fee for operations not currently certified organic by NICS:</b> <i>Billable expenses such as mileage, dining, and/or lodging may apply. Contact NICS for additional information.</i>	<b>\$300</b>
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**Organic Plus Trust (OPT) Grass-Fed Organic Livestock Program**

The Organic Plus Trust (OPT) Grass-Fed Organic Livestock Program is built upon a foundation of NOP certified organic livestock production and is therefore open to ruminant producers, both dairy and meat, whose livestock are either currently certified organic or transitioning to organic certification. Unlike the AGA Grassfed Program, the OPT Grass-Fed Organic Livestock Program does not have standards which cover pastured pork production. Producers interested in applying for OPT Grass-Fed certification should contact NICS to obtain an OPT Grass-Fed Supplement to their Livestock Organic System Plan. The OPT Grass-Fed Supplement must be completed and returned to the NICS office along with applicable fees prior to your inspection. OPT Grass-Fed inspections are intended to run concurrently with a NICS' certified organic operation's annual organic inspection. NICS is accredited under the OPT Grass-Fed Program to conduct inspections as well as make OPT Grass-Fed certification determinations. Please contact NICS for more information about the OPT Grass-Fed Program, its standards, or the application process.

<b>Add-on Certification Fee:</b> <i>Applicable NOP organic certification and inspection fees also apply.</i>	<b>\$350</b>
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**Please complete this form and return it to the NICS office along with your payment.**

<b>Name:</b>			<b>Operation Name:</b>			<b>Date:</b>		
<b>Address:</b>						<b>City:</b>		
<b>State:</b>		<b>Zip:</b>		<b>Phone:</b>		<b>Email:</b>		
Please indicated which program(s): <input type="checkbox"/> AGA Grassfed Program <input type="checkbox"/> OPT Grass-Fed Program								
<i>If applying for AGA Grassfed certification, please provide your AGA member number:</i>								
<b>Total for Grassfed Add-On Services</b> (Include as part of your Add-On Fees on page 6)							<b>\$</b>	

*Certified Grassfed Add-on Services fees are subject to change, as applicable. NICS will notify operations participating in these programs should fees change.*



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# 2020 Fee Estimate Worksheet for Crop Producers

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This estimate is based on the information provided by the NICS applicant or returning certified client and may change as a result of new information received. If you have any questions, please con NICS at 608-637-7080.

## Complete and Return with Application and Payment

**Name:** \_\_\_\_\_ **Farm/Facility Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

### Total Estimated – Crop Certification & Inspection Fees – Option 1

Base Certification Fee – Option 1 <i>(*September 1 Certification Fee applies after 9/1 – see below)</i>	\$	400.00
Inspection Base Fee	\$	300.00
Total Add-On Fees <i>(if applicable, indicate from below)</i>	Add \$	
Less any Discounts <i>(if applicable, indicate from below)</i>	Less \$	
<b>Total Estimated Cost Due with Paperwork</b> <i>(see reverse side for payment option)</i>	\$	

### Total Estimated – Crop Certification & Inspection Fees – Option 2

Base Certification Fee – Option 2 <i>(*September 1 Certification Fee applies after 9/1 – see below)</i>	\$	400.00
2019 Gross Organic Sales and/or Services <i>(Use Table from Page 1 to Indicate User Fees)</i>	\$	
Inspection Base Fee	\$	300.00
Total Add-On Fees <i>(if applicable, indicate from below)</i>	\$	
Less any Discounts <i>(if applicable, indicate from below)</i>	\$	
<b>Total Estimated Cost Due with Paperwork</b> <i>(see reverse side for payment option)</i>	\$	

### Annual Add-on Fees – Crop Certification Fees

	Quantity	Each	Total
Uncertified Applicant Fee <i>(for new, uncertified applicants only)</i>	N/A	N/A	\$100.00
On-Farm Processor/Handler Certification Fee	N/A	N/A	\$200.00
On-Farm Processor/Handler Inspection Base Fee	N/A	N/A	\$100.00
Maple Syrup Certification Fee	N/A	N/A	\$75.00
Multi-Site Operations Certification for EACH Location as applicable	<input style="width: 50px; height: 20px;" type="text"/>	\$100.00	\$
Multi-Site Operations Inspection Base Fee for EACH Location as applicable	<input style="width: 50px; height: 20px;" type="text"/>	\$100.00	\$
September 1 Certification Fee for certification request after September 1	N/A	N/A	\$400.00
Expedited Services	N/A	N/A	\$600.00
Copy of Application to be Mailed Back	N/A	N/A	\$5.00

### Annual Discounts – Crop Certification Fees

	Total	X Here
Early Bird Discount before March 1, 2020 (Returning NICS Client Only with complete Paperwork & Fees)	-\$50.00	<input style="width: 50px; height: 20px;" type="text"/>
Early Bird Discount before April 1, 2020 (Returning NICS Client Only with complete Paperwork & Fees)	-\$25.00	<input style="width: 50px; height: 20px;" type="text"/>
Veteran's Discount	-\$75.00	<input style="width: 50px; height: 20px;" type="text"/>





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# 2020 Fee Estimate Worksheet for Crop Producers

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This payment plan estimate is based on the information provided by the NICS applicant or returning certified client and may change as a result of new information received. If you have any questions, please con NICS at 608-637-7080.

**Complete ONLY if using this payment plan option and return with application and payment**

**Name:** \_\_\_\_\_ **Farm/Facility Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

### Total Estimated – Crop Certification, Inspection, & Add-On Fees

One-Time Payment Plan Fee	\$	<b>25.00</b>
½ of Total Estimate Due with Paperwork <i>(Calculated from previous page)</i>	Add \$	
<b>Total Estimated Payment Plan Costs Due with Paperwork</b>	<b>\$</b>	
¼ of Total Estimate Due July 1, 2020	Add \$	
¼ of Total Estimate Due September 1, 2020	Add \$	
<b>Total Estimated Cost for 2020 Certification</b>	<b>\$</b>	

### Payment Plan Terms

1. If using this payment plan, you are **NOT** eligible for any Early Bird Discounts.
2. If payments are not made according to the above schedule, interest charges and Missed Deadline Fees may apply.
3. Please contact the office if you need help completing this form.
4. NICS offers online payments and auto pay for your convenience. Please contact the office for details.

### Authorization

*By signing this document, I agree to the Payment Plan Terms listed above.*

Signature

Date

