



Nature's International Certification Services
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2021 Fee Estimate Worksheet for Processing/Handling Operations

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

KEEP AND RETAIN FOR YOUR RECORDS

Annual Certification Fees – Processing/Handling Operations

NICS bases the certification fees for processing/handling operations on the previous year's gross organic sales as well as on the type of products produced and/or services provided. Using the chart below, calculate your certification fee as a percentage of your gross sales. If an operation has not been certified within the past 12 months, the first-year certification fee is \$800.00. Please note the minimum certification fee is \$750.00 for updating operations or operations who have been certified during the past 12 months. Please review this form completely as well as the Additional Service Fees form for more details on fees which may be applicable to your operation beyond your base certification fees. *Maximum annual certification fee is \$40,000.00.*

Uncertified Processing/Handling Operations	Currently Certified Processing/Handling Operations			
Level 0	Level 1	Level 2	Level 3	Level 4
\$800 plus \$150 Uncertified Applicant Fee	Sales up to \$500,000 <i>((\$750.00 minimum))</i>	Sales from \$500,001 to \$2,000,000	Sales from \$2,000,001 to \$50,000,000	Sales over \$50,000,000
	.35% (.0035) of invoiced sales	.2% (.002) of invoiced sales	.055% (.00055) of invoiced sales	.03% (.0003) of invoiced sales
Certification Fee Calculations for Currently Certified Processing/Handling Operations				
	2020 Level 1 Sales	2020 Level 2 Sales	2020 Level 3 Sales	2020 Level 4 Sales
Total 2020 Sales per Level	\$	\$	\$	\$
Level Fees	X .0035	X .002	X .00055	X .0003
Certification Fees Due per Level	\$	\$	\$	\$
Total Certification Fees Due			<i>Level 1 + Level 2 + Level 3 + Level 4 =</i> \$	
<p><i>Example: If you have been certified for the past 12 months, your certification fees must be calculated for each level that applies. If you had \$2,500,000.00 in gross organic sales, you will need to calculate certification fees for Level 1 (\$500,000 x .0035 = \$1,750), Level 2 (\$1,500,000 x .002 = \$3,000) and Level 3 (\$500,000 x .00055 = \$250) and report each level's fee separately on the attached worksheet.</i></p>				

Other Annual Processing/Handling Certification Fees			
Specialty Fees		Retail/Restaurant Certification	
Private Label Agreement per agreement:	\$200.00	Up to 7,500 square feet	\$1,000.00
Excluded Handler for each excluded location:	\$200.00	Up to 18,000 square feet	\$1,750.00
		Over 18,000 square feet	\$2,500.00

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Annual Inspection Base Fees – Processing/Handling Operations

Inspection Base Fee for each P/H location:	\$400.00
Inspection Base Fee for each Excluded location:	\$200.00
Inspection Base Fee Retail/Restaurant for each location:	\$400.00
<p><i>Processor/Handler Operations require all Inspection Base Fees to be submitted with Certification Fees. Total inspection costs include the base fee, applicable inspection expenses, plus a 10% administrative fee added to the total inspection costs billed by the inspector to NICS. Once we receive the billing for your inspection, we will invoice you for your inspection expenses and administrative fee.</i></p>	

Annual Discounts Offered - Processor/Handler Certification Fees

Early Bird Certification Discount*	Veteran's Certification Discount
Complete Application received by March 1, 2021** -\$50.00	Annual Certification Discount -\$75.00
Complete Application received by April 1, 2021** -\$25.00	<i>Any operation that can exhibit ownership by military veterans qualify. Evidence of veteran status is required.</i>
<p>* Returning NICS Operations only ** May be reverted if fees are not paid in full by May 1, 2021</p>	

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.

Expedited Service

Expedited Processing/Handling Certification:	\$1000.00
<p><i>NICS offers a nonrefundable 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.</i></p>	

Refunds

Operations wishing to withdraw an 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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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 \$110/hour.

Fee Type	Fee Amount	Fee Frequency
Uncertified Applicant:	\$150	One-Time
Administrative Fee:	\$110	Per Hour
Returned Check Fee:	\$30	Each
Noncompliance Fee for Annual Updated Paperwork & Fees:	\$200	One-Time
Late Paperwork Fee:	\$100	Per Month
Reinstatement Fee:	\$500 / \$1,500	One-Time
Inspection Cancellation:	\$150	Each
Mediation Fee:	\$250 / \$750	One-Time
Settlement Agreement Verification Fee:	\$200	Annual
Transaction Certificates (Import/Export of Goods)	\$110	Per Hour
Interest	1.5%	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.

Administrative Fee: Administrative Fees are assessed at a rate of \$110/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.

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 \$200 fee will be assessed. Contact the office or refer to the NICS Certification Manual for more information about annual certification requirements.

Late Paperwork Fee: Late Paperwork Fees are assessed monthly beginning June 1, if annual update certification paperwork and applicable fees have not been received in the NICS office. 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 \$500. Reinstatement requests for all other suspensions are subject to a \$1,500 reinstatement fee. This fee is in addition to the certification fee and inspection deposit. Costs above inspection base fee are billed separately.

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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 \$150 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.

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 \$250 mediation fee. All other mediation requests are subject to a \$750 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 Verification 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 \$200, minimum, Settlement Agreement fee for each year the Settlement Agreement is being verified through inspection. Additional administrative fees may apply as applicable.

Transaction Certificates (Import/Export of Goods): Transaction certificates relating to the import/export of organic goods are load specific documents which validate your shipment(s) of certified organic products. Many countries require transaction certificates to import into their country. Sometimes transaction certificates are requested by the buyer and may or may not be required. NICS charges for the creation and issuance of transaction certificates. Countries which may require transaction certificates include, but are not limited to, the following: Korea, Switzerland, Japan, and countries affiliated with the European Union.

Interest: You have a 30-day interest-free period for fees charged, provided you have paid your previous balance in full. Balances past 30 day will be charged 1.5% monthly on the 6th day of each month.

Refunds

Producers wishing to withdraw their application or surrender their certificate may be eligible for a partial refund of annual 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 see the table below for minimum charges associated with each stage and contact the office if there are questions. Refunds, if applicable, will be issued once all associated charges, including inspection-related costs as applicable, have been calculated. Additional charges prior to refund may apply for add-on services requested, not included in the chart below. Finally, operations must be current with their user fee reporting; therefore, all gross organic sales must be reported, even if no sales have occurred, and paid, as applicable, to the office prior to refund processing.

Minimum Applicable Charges prior to Refund (Stage Charges against Certification/Inspection Fees)	Crops \$400/\$300	Livestock \$550/\$350	Poultry \$525/\$350	Processing/ Option 2
a. Administration Stage	\$110.00 (\$110/\$0)	\$147.50 (\$147.50/\$0)	\$141.25 (\$141.25/\$0)	¼ Cert Fee
b. Initial Review Stage	\$110.00 (\$110/\$0)	\$147.50 (\$147.50/\$0)	\$141.25 (\$141.25/\$0)	¼ Cert Fee
c. Inspection Stages (2 stages to consider)				
i. Inspector assigned	\$200.00 (\$50/\$150)	\$243.75 (\$68.75/\$175)	\$240.63 (\$65.63/\$175)	½ of a ¼ of Cert Fee plus ½ Inspection Fee
ii. Inspection Completed (plus cost of inspection, may include cancellation fee and associated inspection expenses)	\$200.00 (\$50/\$150)	\$243.75 (\$68.75/\$175)	\$240.62 (\$65.62/\$175)	½ of a ¼ of Cert Fee plus ½ Inspection Fee
d. Final Review Stage	\$80.00 (\$80/\$0)	\$117.50 (\$117.50/\$0)	\$111.25 (\$111.25/\$0)	¼ Cert Fee



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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: _____ **Operation Name:** _____
Address: _____ **City:** _____
State: _____ **Zip:** _____ **Phone:** _____
Email: _____ **Date Requested:** _____

Level 0 Estimated – Processing/Handling Certification & Inspection Base Fees

Level 0 – Processing/Handling Operations	\$ 800.00
Uncertified Processing/Handling Operations Fee	\$ 150.00
Inspection Base Fee	\$ 400.00
Total Specialty Certification Fees <i>(if applicable, indicate from below)</i>	Add (+) \$
Less any Discounts <i>(if applicable, indicate from below)</i>	Less (-) \$
Total Level 0 Estimated Cost Due with Paperwork <i>(see reverse side for payment option)</i>	\$

Level 1-4 Estimated – Processing/Handling Certification & Inspection Base Fees

2020 Gross Organic Sales and/or Services	\$	
Certification Fee – Level 1 <i>from page 1 of this fee schedule</i>	\$	
Certification Fee – Level 2 <i>(as applicable), from page 1 of this fee schedule</i>	Add (+) \$	
Certification Fee – Level 3 <i>(as applicable), from page 1 of this fee schedule</i>	Add (+) \$	
Certification Fee – Level 4 <i>(as applicable), from page 1 of this fee schedule</i>	Add (+) \$	
Total Specialty Certification Fees <i>(if applicable, indicate from below)</i>	Add (+) \$	
Less any Discounts <i>(if applicable, indicate from below)</i>	Less (-) \$	
Inspection Base Fee	Add (+) \$ 400.00	
Inspection Base Fee for additional P/H locations <i>(\$400 per location)</i>	Add (+) \$	
Inspection Base Fee for each Excluded Handler Location <i>(\$200 per location)</i>	Add (+) \$	
Inspection Base Fee for each Retail/Restaurant Location <i>(\$400 per location)</i>	Add (+) \$	
Total Estimated Cost Due with Paperwork <i>(see reverse side for payment option)</i>	\$	

Annual Specialty Fees – Processing/Handling Certification Fees

	<input checked="" type="checkbox"/> Here	Quantity	Each	Total
Private Label Agreement per Agreement	<input type="checkbox"/>		\$200.00	\$
Excluded Handler for each location	<input type="checkbox"/>		\$200.00	\$
Restaurant Up to 7,500 square feet	<input type="checkbox"/>	N/A	N/A	\$1000.00
Restaurant Up to 18,000 square feet	<input type="checkbox"/>	N/A	N/A	\$1750.00
Restaurant Over to 18,000 square feet	<input type="checkbox"/>	N/A	N/A	\$3000.00
Expedited Services	<input type="checkbox"/>	N/A	N/A	\$1000.00
Copy of Application to be Mailed Back	<input type="checkbox"/>	N/A	N/A	\$5.00

Annual Discounts – Processing/Handling Certification Fees

	Total	<input checked="" type="checkbox"/> Here
Early Bird Discount before March 1, 2021 (Returning NICS Client Only with complete Paperwork & Fees)	-\$50.00	<input type="checkbox"/>
Early Bird Discount before April 1, 2021 (Returning NICS Client Only with complete Paperwork & Fees)	-\$25.00	<input type="checkbox"/>
Veteran's Discount	-\$75.00	<input type="checkbox"/>





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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 contact 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 – Processing/Handling Certification, Inspection, & Add-On Fees

One-Time Payment Plan Fee	\$	25.00
½ of Total Estimate Due with Paperwork <i>(Calculated from previous page)</i>	Add \$	
Total Estimated Payment Plan Costs Due with Paperwork	\$	
¼ of Total Estimate Due July 1, 2021	Add \$	
¼ of Total Estimate Due September 1, 2021	Add \$	
Total Estimated Cost for 2021 Certification	\$	

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 may apply. Payment plans which are not followed may be subject to noncompliance proceedings.
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

