



ORGANIC COST SHARE APPLICATION

BUSINESS NAME:		
TAX PAYER IDENTIFICATION NUMBER (SOCIAL SECURITY NUMBER FOR INDIVIDUALS OR EMPLOYER IDENTIFICATION NUMBER FOR BUSINESSES):		
CONTACT NAME:		TITLE:
CERTIFICATION AGENCY:	ORGANIC CERTIFICATION NUMBER:	
PHYSICAL ADDRESS:		COUNTY OF PHYSICAL LOCATION:
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PRIMARY PHONE NUMBER:		ALTERNATE PHONE NUMBER:
FAX NUMBER:		EMAIL ADDRESS:

The National Organic Certification Cost-Share Program is designed to provide federal assistance to organic operations that receive and/or update their organic certification October 1st – September 30th of the following year. Eligible applicants may receive reimbursement for 75% of certification fees, up to a maximum of \$750.00 per scope of certification, per year. Certification scopes include: crop production, livestock production, handling/processing.

Only certified operations located within Washington State are eligible to receive cost-share money from the Washington State Department of Agriculture (WSDA). If your certified farm or facility is located outside of Washington State, contact your state department of agriculture about cost-share reimbursement.

For WSDA Organic Program clients, organic certification costs include those fees designated under chapter 16-157 WAC as "Annual Fees", "New Applicant Fees", "Application Fees", "Site Fees", and "Certification Fees". **International certification fees, late fees, expedited fees, and transitional certification costs are not eligible for cost-share funds.**

- **To receive reimbursement, complete and sign a Cost Share Application.** You only need to submit this application form to our office once per year. Any qualifying expenses that are paid after receipt of the annual application form will be automatically reimbursed up to a maximum of \$750 per year.
- **For operations requesting a reimbursement for the first time, you must submit this application in addition to:**
 - A signed W-9 form must be submitted. *Contact our office if you need the form.*
 - A complete Statewide Vendor Registration form must be submitted. *Contact our office if you need the form.*
- If you are **not** certified by the WSDA Organic Program, but your business is located in Washington State and is certified by a USDA accredited certifier, you must also attach a copy of your organic certificate and receipt of paid fees
- **Requests must be received by December 1st of each year in order to receive reimbursement of certification fees.**

WSDA staff will review your file or accompanying documentation to determine whether certification fees paid qualify for cost share reimbursement. Only fees paid for qualifying certification costs will receive cost share reimbursement.

ORIGINAL SIGNATURE OF AUTHORIZED REPRESENTATIVE:		DATE:
PRINT NAME:		TITLE:

Send Cost Share Forms to:
 Washington State Dept of Agriculture, Attn: Organic Program, PO Box 42560, Olympia WA 98504-2560