



## MONTHLY DEALER REPORT INSTRUCTIONS

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A monthly Fish Dealer Report is due for every month you are licensed as a dealer or limited fish seller, even if there are no purchases or sales. The report is due on or before the 20<sup>th</sup> of the month following the reporting month. For example, a report for November is due on or before the 20<sup>th</sup> of December. If the report --- or amount due for the month --- is late, the landing fees are subject to penalties outlined in ORS 508.515. The process for filling out the report follows:

1. Dealer number, name, and phone number in the top right hand corner labeled **Space A**.
2. Date reported, reporting month and dealer signature in **Space B**.
3. If you have no purchases that month, mark **Space C** and skip to step 14.
4. If **Salmon** or **Steelhead** is purchased during the month, there are two separate landing fees. The first is based on pounds; the second is based on value.
  - a. The applicable box in **Space D** is provided for the pounds of Salmon and Steelhead. Multiply these pounds by the applicable landing fee rate listed to the right. The fee amount should be entered in **Space E**.
  - b. The second fee for salmon and steelhead should be determined by the value of the fish listed in **Space F** multiplied by the landing fee rate and the fee entered into **Space G**.
5. **Nearshore Fishery**, pounds should be entered into **Space H** and the value should be entered into **Space I**. The value (Space I) should be multiplied by the landing fee rate listed and the fee amount entered into **Space J**.
6. All **Shrimp** pounds should be entered in **Space K** and the value into **Space L**. The value (Space L) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space M**.
7. All **Sablefish** pounds should be entered in **Space N** and the value into **Space O**. The value (Space O) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space P**.
8. All **Crab** pounds should be entered in **Space Q** and the value into **Space R**. The value (Space R) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space S**.
9. All **Whiting** pounds should be entered in **Space T** and the value into **Space U**. The value (Space U) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space V**.
10. All **Other** (see attached list) pounds should be entered in **Space W** and the value into **Space X**. The value (Space X) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space Y**.
11. All **Sardine** pounds should be entered in **Space Z** and the value into **Space AA**. The value (Space AA) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space BB**.
12. All **Groundfish, Misc.** (See List) pounds should be entered in **Space CC** and the value into **Space DD**. The value (Space DD) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space EE**.
13. All **Tuna** pounds should be entered in **Space FF** and the value into **Space GG**. The value (Space HH) should be multiplied by the landing fee rate listed to the right and the fee amount entered into **Space HH**.
14. Any fish and/or shellfish which are landed in another state in which no poundage and/or landing fees are required are subject to an import tax. A fish ticket must be filled out for each landing. The value of the landing should be entered into **Space II**. The value should be multiplied by the landing fee rate and the amount owed then entered into **Space JJ**.
15. The Total (Space KK) is calculated by adding together all the amounts in the box(s) directly above in **Space E, G, J, M, P, S, V, Y, BB, EE, HH, and JJ**.

16. Any penalties due to late reporting or interest calculation should be placed into **Space LL**.
17. If there is an outstanding balance on your account, please enter this amount into **Space MM**.
18. The Grand Total (Space NN) is calculated by adding **Space KK, LL** and **MM**. A check should accompany each dealer report unless the Total is less than \$10.00. Note: No interest charge will be calculated if the amount in **Space NN** is less than \$10.00.
19. **Space OO** needs to list all the fish ticket numbers used in the calculations during the reported month by ticket type by entering the beginning and ending fish ticket number of each type.

**Additional Comments:**

Each month the dealer is required to provide the above data and submit to the Department of Fish and Wildlife. Failure to submit monthly reports is in violation of ORS 508.515 and subject to a fine administered by the Oregon State Police.

Approximately the 9<sup>th</sup> of each month, the Department generates a detailed Fish Dealer Fee Account report showing account balances, penalties calculated, fish ticket numbers used, and fish ticket information. There are also notices for any delinquent reports. This information should be used to verify that fish ticket information was entered correctly and any payments or adjustments were correctly applied to your account. If there are fish ticket corrections or adjustments, you may call the fish ticket processing staff at 503-947-6245 or 6246. NOTE: If the total balance due is \$1.00 or less no statement will be mailed to the dealer.

A dealer may request a waiver for submitting monthly dealer reports in writing prior to the month involved in accordance with ORS 508.515. A waiver form is available through ODFW and is used for dealers who anticipate a period of two or more months in which no purchases will be made. These are especially convenient for limited fish sellers and bait dealers.

If there are any monthly reporting or account balance type questions, you may contact the commercial fish accountant at 503-947-6183.

**ORS 508.515:** Time of paying fees; report; interest on overdue fees; waiver or extension of payment.

- (1) The fee required by ORS 505.505 should be paid to the Director on or before the 20<sup>th</sup> of the day of each calendar month for the preceding calendar month.
- (2) The fee shall be accompanied by a report showing the total number of pounds of all varieties of food fish, stated separately upon blank forms furnished by the Director, and the value at the point of landing.
- (3) In the event that such a fee is not paid within the time for payment provided in subsection (1) of this section, there shall be added as a late payment charge a sum equal to five percent of the unpaid fees or \$5 whichever is greater, and there shall be charged an interest rate of one percent per month until the principle and interest is paid.
- (4) Notwithstanding subsections (1), (2) or (3) of this section, the Commission may waive or extend payment of any fees required by ORS 508.505 amounting to less than \$10 during any calendar month.



# Fish Dealer Monthly Report

For Wholesale Fish and Bait Dealers and Limited Fish Sellers

- 1) A report and remittance of landing fees must be received in the Headquarters office of the Oregon Department of Fish & Wildlife on or before the 20th of each month (i.e., the report for January is due on or before February 20th).
- 2) If no fish were received during a month, submit the report with "No Purchases" indicated.
- 3) Make a copy of this report for your records.
- 4) Fish tickets reporting salmon must be sent within four (4) calendar days. Other tickets must be sent within five (5) working days. Limited fish sellers have ten (10) working days to report.
- 5) Fish refers to all commercial fish, including shellfish.

Dealer Number:           A            
 Dealer Name:           A            
 Phone:           A          

For ODFW use only

B Date Prepared	B Report Month & Year	B Dealer's Signature		
<b>NO PURCHASES THIS MONTH</b> <input type="checkbox"/>				
	<b>Pounds</b>	<b>Value</b>	<b>Landing Fee Rate</b>	<b>AMOUNT</b>
<b>SALMON &amp; STEELHEAD R&amp;E/OHRC</b> (based on pounds)				
Round	<input type="text" value="D"/>	x	\$0.0900	= <input type="text" value="E"/>
Dressed	<input type="text" value="D"/>	x	\$0.0975	= <input type="text" value="E"/>
Dressed Heads Off	<input type="text" value="D"/>	x	\$0.1050	= <input type="text" value="E"/>
<b>SALMON &amp; STEELHEAD</b> (based on value - including eggs/parts)	<input type="text" value="F"/>	x	0.0315	= <input type="text" value="G"/>
<b>NEARSHORE SPECIES</b> (based on value)	<input type="text" value="H"/>	<input type="text" value="I"/>	x	0.0500 = <input type="text" value="J"/>
<b>SHRIMP</b> (based on value)	<input type="text" value="K"/>	<input type="text" value="L"/>	x	0.0240 = <input type="text" value="M"/>
<b>SABLEFISH</b> (based on value)	<input type="text" value="N"/>	<input type="text" value="O"/>	x	0.0240 = <input type="text" value="P"/>
<b>CRAB</b> (based on value)	<input type="text" value="Q"/>	<input type="text" value="R"/>	x	0.0235 = <input type="text" value="S"/>
<b>WHITING</b> (based on value)	<input type="text" value="T"/>	<input type="text" value="U"/>	x	0.0230 = <input type="text" value="V"/>
<b>OTHER</b> (based on value)	<input type="text" value="W"/>	<input type="text" value="X"/>	x	0.0230 = <input type="text" value="Y"/>
<b>SARDINE</b> (based on value)	<input type="text" value="Z"/>	<input type="text" value="AA"/>	x	0.0225 = <input type="text" value="BB"/>
<b>GROUND FISH, MISC</b> (based on value)	<input type="text" value="CC"/>	<input type="text" value="DD"/>	x	0.0225 = <input type="text" value="EE"/>
<b>TUNA</b> (based on value)	<input type="text" value="FF"/>	<input type="text" value="GG"/>	x	0.0109 = <input type="text" value="HH"/>
<b>COMMERCIAL FISH IMPORTED INTO OREGON</b>	<input type="text" value="II"/>	x	0.0100	= <input type="text" value="JJ"/>

Type	From #:	Fish Tickets Used	To #:	Grand Total:	KK
1) Troll	<u>OO</u>		<u>OO</u>		<u>LL</u>
2) Columbia River	<u>OO</u>		<u>OO</u>	(add 5% or \$5.00, whichever is greater, for payments not received by the 20th of the month.)	
3) Groundfish & Shrimp	<u>OO</u>		<u>OO</u>		
4) Shellfish & Bait	<u>OO</u>		<u>OO</u>	Previous Balance:	<u>MM</u>
5) Nearshore	<u>OO</u>		<u>OO</u>	TOTAL:	<u>NN</u>

**GROUND FISH SPECIES**

<b>SHARK:</b>	<b>ROCKFISH:</b>	<b>ROCKFISH Cont'd</b>	<b>SOLE:</b>
Sixgill Shark	Chilipepper	Starry Rockfish	Rex Sole
Thresher Shark	Nominal Shelf Rockfish	Yelloweye Rockfish	Butter Sole
Shortfin Mako Shark	Silvergray Rockfish	Shortspine Rockfish	Engilsh Sole
Brown Cat Shark	Greenspotted Rockfish	Yellowtail Rockfish	Sand Sole
Soupin Shark	Greenstripped Rockfish	Widow Rockfish	Petrale Sole
Silky Shark	Speckled Rockfish	Canary Rockfish	Hybrid Sole
Scalloped Hammerhead	Nominal Slope Rockfish	Shortbelly Rockfish	Dover Sole
Blue Shark	Bronzespotted	Longspine Rockfish	Curlfin Sole
Pacific Sleeper Shark	Rosethorn Rockfish	Pygmy Rockfish	Slender Sole
Spiny Dogfish Shark	Redstripe Rockfish	Redbanded Rockfish	Deepsea Sole
	Rosy Rockfish	Yellowmouth Rockfish	C-O Sole
<b>SKATE:</b>	Flag Rockfish	Bocaccio	Rock Sole
Big Skate	Rougheye Rockfish	Stripetail Rockfish	Flathead Sole
Lognose Skate	Splitnose Rockfish	Aurora Rockfish	Sole, Misc
	Sharpchin Rockfish	Blackgill Rockfish	Arrowtooth Flounder
<b>HALIBUT:</b>	Dark Blotched Rockfish	Rougheye/Blackspotted	Starry Flounder
California Halibut	Shortraker Rockfish	Bank Rockfish	
Pacific Halibut	Short Racker		
<b>MISCELLANEOUS:</b>			
Spotted Ratfish	Cowcod		
Pacific Electric Ray	Speckled Sanddab		
Pacific Sanddab	Grenadier		
Pacific Cod	Lingcod		
<b>Other Species</b>			
Black Hagfish	Pacific Hagfish	Pacific Lamprey	White Sturgeon
Green Sturgeon	American Shad	Pacific Herring	Northern Anchovy
Whitebait Smelt	Surf Smelt	Eulachon	Tubeshoulders
Lightfishes	Daggertooth	Lancetfishes	Barracudinas
Carp And Minnows	Common Carp	Fathead Monnow	Northern Pikeminnow(Squawfish)
Speckled Dace	Redside Shiner	Bridgelip Sucker	Largescale Sucker
Chanel Catfish	Northern Clingfish	Pacific Tomcod	Walleye Pollock
Eelpouts	Pacific Saury	Topsmelt	Jacksmelt
Opah	King-Of-The-Salmon	Sticklebacks	Pipefishes
Striped Bass	Walleye	Jack Mackerel	Yellowtail
Dolphinfish	Pacific Pomfret	Redtail Surfperch	Striped Surfperch
Pricklebacks	Monkeyface Prickleback	Gunnels	Wolf-eel
Giant Wrymouth	Prowfish	Gobies	Louvar
Swordfish	Blue Marlin	Striped Marlin	Shortbil Spearfish
Ragfish	Skilfish	Sculpins	Blacktail Snailfish
Ocean Sunfish	Sturgeon Roe	Herring Roe	Cnidarians
Sea Anemones	Jellyfish	Kelpworm	Tube Worm
Bloodworm	Acorn Barnacle	Gooseneck Barnacle	Small Crustaceans: Tanais, Ostracods, Mysids, Cumaceans
Crayfish	Waterflea	Snails And Chitons	Flat Abalone
Slugs	Clams, Other Bay	Basket Cockle	Butter Clam
Gaper Clam	Irus Clam Aka Pointed Macoma	Manila Littleneck	Native Littleneck
Soft-Shell Clam	Razor Clam	Varnish Clam	Ocean Mussel
Bay Mussel	Freshwater Mussel	Weatherwane Scallop	Rock Scallop
Squid	Market Squid	Giant Pacific Octopus	Sea Stars And Brittle Stars
Red Sea Urchin	Purple Sea Urchin	Sand Dollars	Sea Cucumbers
Tunicates			