Application for Exemption Request Form OMB No. 0581-0268   Christmas Tree Promotion Board OMB No. 0581-0268   The information on this form is required to make a determination concerning a person's eligibility for exemption from assessments from the Christmas Tree Promotion Board (CTPB) as provided in 7 CFR 1214.53. OMB No. 0581-0268				
Please complete th	ne following:			
Applicant's First and	Last Name:			
Company name:			Phone:	
Street address:				
City/State/Zip code:			E-mail:	
Tax ID #			Importer ID #	
Acres Planted to Christmas Trees			Number of Trees Sold 2021	
		<b>Certification State</b>	ment	
Promotion Board.		Title		Date
		on this form, knowing it to b 000 or imprisonment of not m		Yitle 18, Section 1001 United States oth.
Please keep a copy for your records and submit this form to:		Christmas Tree Promotion Board P.O. Box 77 Howell, MI 48844 Phone (800) 985-0773 Email info@christmastreepromotionboard.org		
Such books and reco CTPB. All informat	ords must be made tion obtained from l	available during nor	mal business hour orts will be kept c	on on this application. rs for inspection by the confidential by the CTPB or importers.
exemption may be g letter stating that s responsible for filing	ranted. The CTPB hould your sales ev g a sales report and	er meet or exceed the	l appropriate, a Ce e 500 tree exempti assessments in ac	mination whether an ertificate of Exemption ion threshold, you will be ccordance with the Order

See reverse for burden/non-discrimination statement

**NOTE**: The following statements are made in accordance with the Privacy Act of 1974 (U.S.C. 522a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting this information to be supplied on this form is the Commodity Promotion, Research, and Information Act of 1996, Pub. L. 104-127, 110 Stat. 1032 (7 U.S.C. 7411-7425). Furnishing the requested information is necessary for the administration of this program. Submission of Tax Identification Number (TIN) or Business Identification Number is mandatory, and will be used to determine affiliation or entity identification.

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 0581-0268. 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, completing and reviewing the collection of information.

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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 <u>http://www.ascr.usda.gov/complaint\_filing\_cust.html</u> 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.

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