Application for Exemption Request Form 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   Type of Operation: □ Producer and/or □ Importer (mark as appropriate)									
					Please complete	e the following:			
					Applicant's First a	nd 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 2022						
		<b>Certification State</b>	ment						
Promotion Board	l.	Title		Date					
	e statement or representation or the penalty of a fine of \$10,0			itle 18, Section 1001 United States th.					
		Christmas Tree Promotion Board P.O. Box 77							
Please keep a copy for your records and submit this form to:		Howell, MI 48844							
		Phone: (800) 985-0773							
		Email: info@real	christmastreeboa	ard.org					
Such books and a CTPB. All inform	naintain any books an records must be made mation obtained from I mation shall not be av	available during nor books, records, or rep	nal business hours orts will be kept co	s for inspection by the onfidential by the CTPB					
exemption may b letter stating tha responsible for fi	at should your sales ev	will issue, if deemed er meet or exceed the l sending payment of	appropriate, a Ce 500 tree exemption assessments in ac	nination whether an rtificate of Exemption on threshold, you will be cordance 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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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