

MINNESOTA DEPARTMENT OF AGRICULTURE
Finance & Budget Division

Application for Ethanol Producer Payment
Instructions for Completion & Filing

Name & Address Block

At the top of the form enter the calendar quarter covered by the report. Calendar quarters for reporting purposes are:

Production Period	Quarter Ending	Report Due Date
July 1 to September 30	September 30, 200x	October 31, 200x
October 1 to December 31	December 31, 200x	January 31, 200x
January 1 to March 31	March 31, 200x	April 30, 200x
April 1 to June 30	June 30, 200x	July 31, 200x

Enter:

- name and address of the ethanol production facility,
- a telephone number to contact someone concerning this report, if necessary.
- your State of Minnesota business identification number.
- your federal tax identification number.

Part I — Verification of Ethanol Produced During the Quarter

NOTE: Please enter all production figures in gross gallons. Do not adjust inventory, production, or sales figures for temperature variations. You must report all sales and production data within the quarter whether it qualifies for payment or not..

Line 1. Enter the beginning physical inventory as shown as the ending physical inventory in your last report. These two number should be the same. Explain any differences.

Line 2a. Enter the gross gallons of ethanol produced from alcohol, at least 99% pure, which was produced from your own fermentation process. Do not include ethanol produced from alcohol purchased from other producers. All ethanol on this line must be fermented in a facility located in the state of Minnesota.

Line 2b. Enter the gross gallons of ethanol produced in your facilities from wet alcohol purchased from other alcohol producers, regardless of location of their production facilities. Indicate the name and address of the original producer, the quantity purchased and the percentage of alcohol content. Check the box if the original processor has agreed to allow you to apply for the ethanol producer payment. If you have purchased alcohol from out-of-state producers, or is not agriculturally derived fermentation ethyl alcohol, you may not include this amount in the calculation of the ethanol producer payment in section II, lines 8a-d.

Application for Ethanol Producer Payment Instructions for Completion & Filing—continued

Line 2c. Enter the gross gallons of ethanol produced in your facilities from anhydrous alcohol purchased from other alcohol producers, regardless of location of their production facilities. Indicate the name and address of the original producer and the quantity purchased. This alcohol should be at least 99% pure. Check the box if the original processor has agreed to allow you to apply for the ethanol producer payment.

Line 3. Enter the gross gallons of agriculturally derived ethyl alcohol, 50% to 99% pure, fermented in your facility. Indicate the percentage of alcohol content based upon all gallons produced within the quarter.

Line 4. Enter the gross gallons of ethanol and/or alcohol to account for during the quarter. This is the sum of lines 1 through 3.

Line 5. Enter the volume of all sales in gross gallons for both alcohol and ethanol. If you produced wet alcohol, 50%-99% pure, or anhydrous alcohol, and sold this to another ethanol processor, list the name and the address of the secondary processor who will convert the alcohol into ethanol, the percentage alcohol content, the quantity sold. Check the box if you are agreeing to allow the secondary processor to claim payment for ethanol produced from these sales. You will not receive any payments for production which you indicate the secondary processor will be claiming.

Line 6. Subtract line 5 from line 4 and enter on line 6.

Line 7. Enter the quantity of ethanol, or alcohol, in gross gallons, on hand at the end of the quarter. This amount should agree with line 6.

Part II — Figuring Your Payment

Line 8a. Enter the gross gallons of ethanol produced from line 2a of your report for which you are requesting payment.

Line 8b. Enter the gross gallons of ethanol produced from line 2b of your report for which you are requesting payment. Do not include amounts of ethanol for which the original Minnesota producer is claiming payment, or from ethanol produced from wet alcohol fermented outside of the state of Minnesota. If there is a difference in the amounts reported on line 2b and the amount you are claiming for payment, please attach a schedule showing the calculation of the line 8b amount.

Line 8c. Enter the gross gallons of ethanol produced from line 2c of your report for which you are requesting payment. Do not include amounts of ethanol for which the original Minnesota producer is claiming payment, or from ethanol produced from anhydrous alcohol fermented outside of the state of Minnesota. If there is a difference in the amounts reported on line 2c and the amount you are claiming, please attach a schedule showing the calculation of the line 8c amount.

Application for Ethanol Producer Payment Instructions for Completion & Filing—continued

Line 8d. Enter the gross gallons of wet alcohol produced from line 3 of your report for which you are requesting payment. Do not include amounts that you have agreed to allow the secondary processor to claim and request payment. If there is a difference in the amounts reported on line 3 and the amount you are claiming on line 8d, please attach a schedule showing the calculation of the line 8d amount.

Signature & Completion

Upon completion of the report, it must be signed by an officer or owner of the company, or by an attorney-in-fact who has been delegated authority to sign on behalf of the officers, or owners, of the company. A copy of the required audit report must be attached to the application and it must be submitted so that it is received in our office prior to 4:30 p.m. on the last day of the month following the calendar quarter of production as indicated above.

Certification Audit Report

A certified financial audit must be performed by a certified public accountant (CPA) or licensed public accountant (LPA) licensed in the state of Minnesota to perform these services. The audit must be performed in accordance with generally accepted accounting procedures to verify production of ethanol by the producer and eligibility for the payment in accordance with state laws. The quarterly report and audit verification process must cover all ethanol produced by the ethanol producer in the immediately preceding three calendar months as indicated above, regardless of whether the producer has reached statutory payment limits.

A drafting illustration has been prepared for the report to accompany the application for ethanol producer payment. This reporting form must be used by your independent public accountant in preparing the audit report.

Other Information

The filing of the quarterly reports and payment of the ethanol producer payments is governed by Minnesota Statutes, Section 41A.09. If you have any questions concerning the completion of the quarterly “**Application for Ethanol Producer Payment**” you may contact our Finance & Budget Division at 651/201-6586.