December 8, 2008

Dear Fish Buyer:

In accordance with the Pacific Coast groundfish fishing capacity reduction loan fee collection program, which began September 8, 2005, all sellers must pay and all fish buyers must collect, a fee for every pound of fee fish landed. The term “fee fish” means trawl harvested groundfish, coastal dungeness crab and pink shrimp landed in Washington, Oregon, and California. For more details, please visit our website at: http://www.nmfs.noaa.gov/mb/financial_services/buyback.htm

We appreciate those of you who have been remitting your fee collections in a prompt manner. However, many Fee Collection Reports are submitted with incomplete or incorrect information. Below you will find a list of common mistakes, an attached guide to aid you in the proper completion of the Fee Collection Report, and examples of correctly and incorrectly completed reports.

Common Mistakes:

1. **Not including a Fee Collection Report with your check.** The Fee Collection Report is vital to ensure that you receive proper credit for your payment.

2. **Submitting one Fee Collection Report for multiple months.** You must submit one Fee Collection Report for EACH month in which you are making a payment. Payment data is entered on a monthly basis. Submitting one Fee Collection Report for multiple months may cause a delay in your account being credited.

3. **Not completing necessary fields on the Fee Collection Report.** You must complete every field on the top half on the Fee Collection Report. If you do not complete these fields you may not receive proper credit for your payment.

4. **Filling in the wrong box on the “For Landings of” column.** Please be sure to fill in the box for the correct species. If you report your fees in the wrong box your account will not receive credit for your payment.

Please note that not including a Fee Collection Report, or incorrectly completing a Fee Collection Report, could create a delay in your account being credited or could result in your account not being credited at all.
Please contact us, at the following numbers and addresses, if you need further buyback information of any kind:

<table>
<thead>
<tr>
<th>PERSON</th>
<th>NUMBERS/ADDRESS</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Summers</td>
<td>Extension 186</td>
<td><a href="mailto:brian.summers@noaa.gov">brian.summers@noaa.gov</a></td>
</tr>
<tr>
<td>Douglas Potvin</td>
<td>Extension 206</td>
<td><a href="mailto:douglas.potvin@noaa.gov">douglas.potvin@noaa.gov</a></td>
</tr>
</tbody>
</table>

Sincerely,

Leo Erwin, Chief
Financial Services Division

Enclosure
A. **Fee Collector’s Name** – The name under which your fish buyers license was issued.

B. **Address** – The address at which your business receives mail.

C. **State Buyer Code** – The license number under which you purchase fish. This is the code you put on the fish ticket.

D. **Month and Year of landings** – The month and year of the fee-generating purchase. If you are paying for more than one month, you need to complete and additional fee collection report for each month.

E. **Gross Value and Fee Collected** – Gross value is the amount paid for the fish (pounds multiplied by price-per-pound). Fee Collected is the amount you are paying (Gross Value multiplied by the applicable fee rate).

F. **Total Fees** – The total of all fees from the Fee Collected column.

G. **Fee Adjustment** – Place a check mark in this box ONLY if you are paying fees that are past due.
### Pacific Coast Groundfish Buyback Loan Fee Collection Report

**Fee Collector’s Name:** Joe Smith  
**Mailing Address:** 123 Main St.  
**City:** Anytown  
**State:** CA  
**Zip:** 54321  
**Phone Number:** 567-456-7890

<table>
<thead>
<tr>
<th>State Buyer Code</th>
<th>Gross Value ($)</th>
<th>Fee Collected ($)</th>
<th>Sub-amount</th>
<th>Fee Rate (%)</th>
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</thead>
<tbody>
<tr>
<td>1234</td>
<td>$1,000.00</td>
<td>$12.40</td>
<td>B099-001SF</td>
<td>5.00</td>
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<tr>
<td></td>
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<td>D099-001CC</td>
<td>1.24</td>
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<tr>
<td></td>
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<td></td>
<td>E099-001DS</td>
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<tr>
<td></td>
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<td></td>
<td>F099-001MC</td>
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<td></td>
<td></td>
<td></td>
<td>G099-001MC</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>H099-001WC</td>
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<td></td>
<td></td>
<td></td>
<td>I099-001WS</td>
<td>1.50</td>
</tr>
</tbody>
</table>

**Total Fees:** $12.40

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**Instructions:**
1. Complete the fee collector’s name, address, telephone number, state buyer code, buyer license number, and month and year of landings (MM/DD/YYYY).
2. Record the gross value and fee collected for each entry. The fee collected equals the applicable fee rate multiplied by the gross value of fish landed for each vessel trip.
3. Note that deliveries must occur within the same month. Use a separate report for a different month.
4. Check the fee adjustment box if this payment is for previously owed fees.
5. Mail a check payable to “NMFS Pacific Coast Groundfish Buyback Loan” in the amount of the total fee collected to P.O. Box 795935, St. Louis, MO 63179-5935.

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**Paperwork Reduction Act Statement:**
Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to Leo Erwin, Chief, Financial Services Division, NMFS, M/SF, 1315 East West Highway, Silver Spring, MD 20910.

Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to, any other suggestions for reducing this burden to Leo Erwin, Chief, Financial Services Division, NMFS, M/SF, 1315 East West Highway, Silver Spring, MD 20910.

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**Mistakes:**

**Mistake #1**  No buyer code  
**Mistake #2**  Multiple months listed