

North Carolina Department of Agriculture and Consumer Services  
**2023-24 Organic Certification Cost Share Application Form**

Costs must have been incurred and paid between October 1, 2023 and September 30, 2024 related to obtaining or renewing USDA National Organic Program Certification. Applications must be postmarked by **October 31, 2024**. Applications are approved on a first-come, first served basis until funds are depleted.

Farm/Company Name		<input type="checkbox"/> New Certification <input type="checkbox"/> Continuing Certification	
Contact Person		County	
Legal address (Where you receive mail.)	City	State	Zip
Email	Phone	Acres	
Make check payable to (must match tax ID information on the substitute W9):			
Certifying Agency	Category(ies) of Certification		
	<input type="checkbox"/> Crop <input type="checkbox"/> Livestock <input type="checkbox"/> Wild Crop <input type="checkbox"/> Handler/Processor		
Crops/Livestock Grown or Products Processed/Handled			

**You must submit the following** with your application:

- 1) Substitute W-9 form. The Legal Name must match the Number provided. Incorrect forms will not be accepted (see attached instructions) and no check issued until the form is corrected.
- 2) Detailed invoices/statements from your certifier listing all NOP certification costs **INCURRED and PAID** between October 1, 2023 and September 30, 2024. Cancelled checks are not acceptable.
- 3) If this is your first certification, you must include a copy of your organic certificate or letter from your certifier stating you have met requirements for certification. If you have renewed your certification, include a copy of the most current certificate you have, even if it's expired while you are waiting for the new certificate to be issued.

I certify the information submitted with this form is true, complete and accurate; the operation above was certified by a USDA accredited certification agency; and costs were incurred and paid during the qualifying time period.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Send application and documentation to:  Heather Lifsey, NCDA&CS 1020 Mail Service Center, Raleigh, NC 27699-1020, Email: heather.lifsey@ncagr.gov	<i>For Office Use Only</i>		101309-1002677-3024
	Total eligible costs		x 75% =
	Total Reimbursement		
	Reviewed by		Date

## Instructions for Completing State of NC Substitute W-9 Form

The State of North Carolina Substitute W-9 Form is required for NCDA&CS to issue a check. Please see below for instructions on completing the form. **If the form is not correct, a check cannot be issued.**

### Section 1 – Taxpayer Identification

1 and 2– Check the box for which **ONE** of the following you will be listing and write that number under #2:

- Your Social Security Number (SSN)
- a Employer Identification Number (EIN)
- Individual Taxpayer Identification Number

The number you provide will be the information reported to the IRS. If you want the check made payable to an individual, list their SSN. If you want the check made payable to a business name, list the EIN. This needs to match the “Make Check Payable to” on the application. Write only **ONE** number in this box.

3 – Not applicable so leave blank

4 – Write your legal name as filed on your tax return. This name must match the number you listed in #2. If you want the check made payable to an individual, this will be the person’s name which matches the SSN in #2. If you want the check made payable to a business, this will be the legal company name, which matches the EIN in #2.

5 – This refers to the name you use to operate your business. For example, the legal name (which matches the EIN) may be “Thomas Smith Produce Farm, Inc.”, however you may operate as “Tom’s Produce Stand”.

6- List your legal mailing address.

7 – If you receive business payments at a different address, list that address here. Otherwise, leave blank.

8 – 11 Contact person and information

11 – An email address is required. A check will not be issued unless there is an email address listed here. This is a new requirement.

12 - Check the box for how your business is registered with the IRS. If you listed a federal tax ID number, you must provide the classification you used to register your business. If you are a Limited Liability Corporation, you must list the tax classification (C, S or P). This determines how your payment will be reported to the IRS.

13 – This asks for clarification on what type of entity you operate. For most applicants, you will check “Other”, but you **MUST** specify what type of entity you are (For example: farmer, contractor, instructor, etc.). **If you do not specify an entity, your form will not be accepted and no payment will be made.**

14 – See attached instructions from NC Office of the State Controller. This may not apply to you or your company.

### Section 2 – Certification

Print your name and title, sign and list current date. **Every box with a \* must be completed or the form will not be accepted.**