

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:

PERSON	NUMBERS/ADDRESS	
	TELEPHONE (301) 713-2390	E-MAIL ADDRESS
Brian Summers	Extension 186	brian.summers@noaa.gov
Douglas Potvin	Extension 206	douglas.potvin@noaa.gov

Sincerely,

Leo Erwin, Chief
Financial Services Division

Enclosure

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	987-654-3210		
State Buyer Code		1234	
Month and Year of Landings		Nov. 2008	

FOR LANDINGS OF	Sub-account	Fee Rate (%)	Gross Value (\$)	Fee Collected (\$)
Pacific Coast Groundfish	BBGS-001GF	5.00		
California coastal Dungeness crab	BBGS-001CC	1.24	\$ 1,000.00	\$ 12.40
California pink shrimp	BBGS-001CS	5.00		
Oregon coastal Dungeness crab	BBGS-001OC	0.55		
Oregon pink shrimp	BBGS-001OS	4.70		
Washington coastal Dungeness crab	BBGS-001WC	0.16		
Washington pink shrimp	BBGS-001WS	1.50		
Total Fees (\$)			\$	12.40

Fee Adjustment By checking this box I certify that this payment is an adjustment for fees previously owed but not paid.

Instructions:

1. Complete the fee collector's name, address, telephone number, state buyer code (fish buyer/processor license number), and month and year of landings (MM/200X).
2. Record the gross value and fee collected for each fishery. 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 fees collected to: P O Box 979059, St. Louis, MO 63197-9000.

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, MB5, 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 served by, a collection of information unless it displays a currently valid OMB Control Number.

Correct

Pacific Coast Groundfish Buyback Loan Fee Collection Report

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City	Anytown		
State	CA		
Zip		54321	
Phone Number	987-654-3210		
State Buyer Code			
Month and Year of Landings		Sept. - Nov. 2008	

Mistake # 1

Mistake # 2

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Incorrect

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