



Box/C.P. 1567 Fredericton, N.B, E3B 5G2 Email/Courriel : nbcattle@nb.aibn.com
Office/Bureau : 506-458-8534 Fax/Télec. : 506-453-1985

Licensed Dealer Requirements

CHECKOFF LEVY PAYMENT

Checkoff levy payment is regulated under federal and provincial law and is mandatory for all producers for all beef cattle marketed including purebred stock.

CHECKOFF LEVY COLLECTION AND REMITTANCE

Checkoff levy collection and remittance is also regulated under federal and provincial law and is mandatory for all dealers / abattoirs / auctions and feedlots and producers for purebred stock

PROVINCIAL CHECKOFF LEVY VERSUS NATIONAL CHECKOFF (NCO) LEVY

The NB checkoff levy is a combination of a Provincial checkoff levy and National checkoff levy. The NB checkoff levy is collected by NB Licensed Dealers and remitted back to NBCP who in turn remit a portion back to the National Checkoff organization.

LICENSED DEALERS RESIDING INSIDE OR OUTSIDE OF NB

All New Brunswick cattle marketed must be sold through a Licensed Dealer who has been licensed through NBCP. The Dealer must collect and remit the checkoff levy and a copy of the Dealer Field Report receipts to NBCP. If the Dealer resides in another province they must still hold a current NB License and they must collect and remit the checkoff levy and a copy of the Dealer Field Report receipts to NBCP.

REQUIREMENTS FOR LICENSED DEALERS

When a Dealer applies and is approved for a license with NBCP they receive a letter with the following details regarding the requirements for being in compliance with NBCP.

Licensed Dealers receive the following:

- an **8 x 10 Dealer License** that is to be displayed in a prominent location in the Dealer's principal place business.
- a **wallet card license** which should be in possession of the person for whom the card is identified and is handling the cattle. (All employees of the Dealer named on his application as handling cattle receive a card. When traceability starts whoever is handling cattle may be asked to show their card on the road or at the scales.)
- a copy of the **Monthly Levy Report For Dealers and Abattoirs** which is to be returned to NB Cattle Producers by the *15th of the month following the transaction with a cheque for the total check off payable.*
- a **Dealer's Field Report Book** that is to be used when purchasing cattle. This book has a three part form which provides a copy for the purchaser, a copy for the seller and a copy that is to be returned to NB Cattle Producers with the monthly levy remittance sheet. **If possible the form should be signed by both the producer and dealer and name and address completed for the producer.**

All Dealer's are required to keep and provide as required all documentation in regards to the marketing of cattle in NB for the purpose of audit by an agent of NB Cattle Producers in accordance with the Natural Product's Act and NB Cattle Producers Regulations for a period of seven years.

It is very important that producers receive their copy of the Dealer Field Report receipt and that NBCP receive our copy for cross compliance audits for producer program participation.

ELIGIBILITY FOR SEVEN DAY EXEMPTION POLICY

Effective April 2, 2015 the NBCP has established an internal policy to offer eligible dealers a seven day exemption period from deducting and remitting levies.

All licensed dealers are eligible to be exempt from deducting and remitting the levy in cases where the animal in the transaction has been previously purchased by a licensed dealer within the immediately preceding seven day period, AND a levy with respect to the original transaction has been previously deducted and remitted.

To be eligible for the Seven Day Exemption policy, a dealer MUST be in compliance with NBCP Board Orders and in good standing, which includes:

- (a) have a current NBCP dealer license
- (b) deducting and remitting checkoff levy as required
- (c) providing required levy documentation
- (d) co-operating with the NBCP inspector

The NBCP Board reserves the right to decline eligibility for the seven day exemption on an individual basis if dealers are not in good standing. A dealer will be notified in writing by the Board if this should be the case.