

INSTRUCTIONS TO REGISTRANTS FOR FILING 2024 PESTICIDE REGISTRATION MAINTENANCE FEES

The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) requires everyone who holds an active or suspended pesticide registration to pay an annual fee to keep the registration in effect. Please note the entire process remains electronic in 2024. Therefore, payments **MUST** be made electronically. Checks, bank drafts and money orders are not acceptable forms of payment.

The fee is **\$4,875 for each registration** up to the maximum fees which can be assessed to a single registrant. For certain qualified small businesses, there is a provision for a **25% discount of the fee on the first product (see Table C)**. A qualified small business must have 500 or fewer employees; during the 3-year period prior to the most recent maintenance fee billing, have **average annual global gross revenue from all sources (includes pesticide and non-pesticide revenue)** that did not exceed \$10 million; and hold not more than 5 Section 3 and Section 24(c) pesticide registrations combined. See fee schedules on page 10 for details. **The following documentation is required for Agency staff to evaluate your eligibility for the 25% discount:**

- **Documentation of payroll information such as a recent IRS Form 941 or a statement certifying the total number of individuals employed by the applicant.**
- **Documentation of the 3-year average annual global gross revenue for 2020, 2021 and 2022 from all sources which may include the first page of IRS Forms 1065, 1120, or 1120S, as applicable, or audited financial statements. Please note that financial information must include any parent company or affiliates.**

2024 MAINTENANCE FEES ARE DUE BY TUESDAY, JANUARY 16, 2024

Payment MUST Be On-Line (See Page 8 for Instructions)

Registrations for which the fee is not paid will be canceled by order and without a hearing. If you do not pay the fee to keep a registration in effect, you will be permitted until January 16, 2025, to dispose of existing stocks of the product, except in special circumstances when less time may be granted.

Paperwork Reduction Act Notice

Public reporting burden for the collection of information is estimated to average 1.12 hours per response, including time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to:

Director, Collection Strategies Division (2822)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW
Washington, DC 20460

WHAT YOU NEED TO COMPLETE THE PESTICIDE REGISTRATION MAINTENANCE FEE PROCESS

- The Pesticide Maintenance Fee Product Listings available on-line listing all your active or suspended registrations under either Section 3 or Section 24(c), as shown in our records as being registered **on or before October 1, 2023**, and do not have a pending cancellation notice in the Federal Register.
- The Pesticide Registration Maintenance Fee Filing Form available on-line.

Due to the continuation of the electronic process, forms will not be mailed and must be returned by emailing the completed forms and supporting documents to maintfee@epa.gov. Please send any questions you may have to this email box as well.

GENERAL INSTRUCTIONS

You must choose which of your registrations to support by paying the maintenance fee, and which to ask us to cancel. You report your decisions about individual registrations to us by annotating the Pesticide Maintenance Fee Product Listing. You then summarize your decisions on the Pesticide Registration Maintenance Fee Filing Form and return the annotated product listing and a copy of the form. See mailing instructions on page 8 of these instructions.

REGISTRATIONS SUBJECT TO THE MAINTENANCE FEE

The fee must be paid to keep in effect all primary registrations granted under FIFRA section 3, and all registrations to meet special local needs granted under FIFRA section 24(c). Please note that only products registered on or before October 1, 2023, are subject to the 2024 maintenance fee. Products currently under a pending cancellation notice in the Federal Register have been removed from product listings because a maintenance fee cancellation cannot supersede the pending cancellation notice.

Section 3 registrations for which the maintenance fee is required are identified in the product listing by a two-element registration number in which your EPA Company Number is the first element. Section 24(c) registrations for which the maintenance fee is required are identified in the product listing by a three-element number including the abbreviation of the state issuing the registration, the last two digits of the year it was issued, and a four-digit serial number.

FEE WAIVER FOR MINOR AGRICULTURAL USE

The 1990 Farm Bill amended FIFRA to allow the Administrator to reduce or waive maintenance fees for minor agricultural use registrations, when he/she determines that the fee would be likely to cause significant impact on the availability of the pesticide for the use. If you believe that one or more of your registrations may qualify for this reduction or waiver, please send an email to maintfee@epa.gov for special instructions.

FEE WAIVER FOR PUBLIC HEALTH PESTICIDES AS DEFINED BY THE FOOD QUALITY PROTECTION ACT

The Food Quality Protection Act (FQPA) allows the Administrator to waive the maintenance fee for public health pesticides if the Administrator determines, based on information supplied by the registrant that the economic return to the registrant from sales of the pesticide does not support the registration or reregistration of the pesticide.

To qualify as a public health pesticide, as defined by FQPA, the following conditions must be met:

1. The public health use of the pesticide product must be a minor use. FIFRA defines “minor use” in Section 2(II).
2. The pesticide must be registered for use **and** used **predominantly** in public health programs.
3. The use of the pesticide in the public health program must be for vector control or for other recognized public health protection purposes.

If you believe that one or more of your registrations meet all three of these criteria, please include a written justification which identifies the product(s) and explains why the product(s) meet the statutory definition of a public health pesticide and why the fee should be waived.

25% DISCOUNT ON THE FIRST PRODUCT FOR QUALIFIED SMALL BUSINESSES

For certain qualified small businesses, there is a provision for a 25% discount of the fee on the first product only. A qualified small business must have 500 or fewer employees; during the 3-year period prior to the most recent maintenance fee billing, have **average annual global gross revenue from all sources (includes pesticide and non-pesticide revenue)** that did not exceed \$10 million; and hold not more than 5 Section 3 and Section 24(c) pesticide registrations combined. The following items are required to allow Agency staff to evaluate your eligibility for the 25% discount:

- Documentation of payroll information such as a recent IRS Form 941 or a statement certifying the total number of individuals employed by the applicant.
- Documentation of the 3-year average annual global gross revenue for the 3-year period prior to this maintenance fee billing (2020, 2021 and 2022) from all sources which may include the **first page** of IRS Forms 1065, 1120, or 1120S, as applicable, or audited financial statements. Please note that financial information must include all data from the company listed on the form and any affiliates.

REGISTRATIONS NOT SUBJECT TO THE MAINTENANCE FEE

The maintenance fee requirement does not apply to supplemental distributor registrations which are identified by a three-element registration number in which your EPA company number is the third element. No supplemental registrations are included on your product listing. Please note that only Section 3 and Section 24(c) products registered on or before October 1, 2023, are subject to the 2024 maintenance fee. Products currently under a pending cancellation notice in the Federal Register have been removed from product listings because a maintenance fee cancellation cannot supersede the pending cancellation notice.

FIRMS WITH MORE THAN ONE EPA COMPANY NUMBER

If your firm holds registrations under more than one EPA company number, you will receive a separate email for each account. It may be to your advantage to combine your maintenance fee filings for all subdivisions of your firm and discard the other filing forms you received. On this single form for your combined return please be sure to (a) list in block B all the EPA company numbers covered by the combined return, (b) report in block C only the combined totals for all company numbers included in the return, and (c) append to the form you send to EPA the annotated product listings for all the company numbers included in the return.

FEE PAYMENT FOR THIRD-PARTY REGISTRATIONS

If you wish to pay the maintenance fee for a registration held by another firm or third party, please send an email to maintfee@epa.gov.

EPA'S FEDERAL TAX IDENTIFICATION NUMBER

In case you need it for your internal records of fee payments, the Environmental Protection Agency's Federal Tax Identification Number is 52-085-2695.

ASSISTANCE

If you have questions about entries on the Pesticide Maintenance Fee Product Listing or about how to respond to the maintenance fee requirement, you can get assistance by sending an email maintfee@epa.gov.

STEP-BY STEP INSTRUCTIONS

1. **Check the product listing** carefully against your own records and confirm the accuracy of the information. The product listing may include some errors, it may include some entries for which you've already requested cancellation, or it may omit some registrations you think are active. Please call any such errors or omissions to our attention when you file your response. Handle any errors or omissions as described below. Please send an email to maintfee@epa.gov if you are not sure.
 - a. **Errors in Product Name:** Correct misspellings or other errors in the product name directly on the product listing.
 - b. **Previously Canceled Registrations:** If the product listing includes registrations you think have already been canceled, circle the keyword "CAN" beside the registration number, and we'll correct the entry in our records. Note that paying the fee will not reactivate a registration which has already been canceled.
 - c. **Pending Cancellations:** If the product listing includes registrations you have already asked us to cancel, circle the keyword "CAN" beside the registration number.
 - d. **Suspended Registrations:** You must pay the fee to maintain a registration which has been suspended. Circle the keyword "PAY" beside the registration number. Payment of the fee for a suspended registration does not lift the suspension, but non-payment will result in its cancellation.
 - e. **Transferred Registrations:** If the product listing includes registrations for which EPA has already approved in writing a transfer to another registrant, circle the keyword "TRN" beside the registration number, and identify the registrant who received the transfer in the blank to the right of the product name. Please mark this response **ONLY** for transfers EPA has already approved. If you aren't sure whether a transfer has been approved by EPA, please send an email to maintfee@epa.gov.
 - f. **Registrations included in error:** If the product listing includes entries which are not your registrations, circle the keyword "ERR" beside the registration number.
 - g. **Omitted Registrations:** If you think an active registration for which you wish to pay the fee has been omitted from the product listing, identify it by registration number and product name (or by 24(c) number and description) on a separate sheet of paper, and include that supplemental list with your response.
2. **Decide which registrations to support, and which to cancel.** When you've identified and corrected any discrepancies between the product listing and your own records, you must decide which registrations to support by paying the maintenance fee, and which to cancel. This choice is entirely up to you.

- 3. Report your decisions** by annotating the product listing. Make sure to circle one of the five keywords beside the registration number for each entry. Circle "PAY" if you decide to support the registration by paying the fee. Circle "WAIV" if you are requesting a minor agricultural use or public health pesticide waiver. Circle "CAN" if you decide not to pay the fee and want EPA to cancel the registration.

When you reach the bottom of each page of the product listing, count the number of times you've circled each keyword on that page, and write the counts for that page at the bottom of the keyword columns. Continue through any additional pages of the product listing. Please double check to ensure that you have circled one keyword for every line on the product listing.

4. Complete the Maintenance Fee Filing Form.

Section A. Registrant Identification

Please enter your EPA company number (primary company number if your firm hold registrations under more than one EPA company number), registrant name, agent of record (if any) and address of record on the form.

Section B. Company Numbers

Leave this area blank unless your firm holds registrations under more than one EPA company number and you are filing a combined return for more than one account on a single form. If this is the case, enter here all EPA-assigned company numbers covered by this return and be sure to include all annotated product listings with your response to EPA.

Section C. Maintenance Fee Determination

Line 1. Enter the total number of registrations on all attached product listings for which you circled the keyword "PAY".

Line 2. Enter the total number of registrations on all attached product listings for which you circled the keyword "TRN".

Line 3. Enter the total number of registrations on all attached product listings for which you circled the keyword "CAN".

Line 4. Enter the total number of registrations on all attached product listings for which you circled the keyword "ERR" or "WAIV".

Line 5. Enter the total number of registrations omitted from the product listings which you've listed separately as additions, and which you will support by paying the fee.

Line 6. Enter the sum of lines 1 and 5. This is the total number of registrations you will support by paying the fee.

Line 7. Enter the fee due. Determine which Fee Table to use.

TABLE A:

If you do not meet the qualifications for a Small Business or a Qualified Small Business as described below, use **Fee Table A** on page 10 of these instructions.

TABLE B:

A Small Business registrant employed 500 or fewer people and during the 3-year period prior to this maintenance fee billing (2020, 2021 and 2022), had average annual global gross revenue **from pesticide sales** that did not exceed \$60 million. If you qualify, write “Small Business” in the space to the right of line 7 and **provide documentation** of the number of employees (documentation may, in part, include payroll information and a recent IRS Form 941, together with a statement certifying the total number of individuals employed by the applicant) and the 3-year average annual global gross revenue from pesticide sales (documentation may include the **first page** of income tax returns filed with the Internal Revenue Service which includes gross receipts or sales, such as IRS Forms 1065, 1120, or 1120S, as applicable, the applicant’s most recent IRS 941, and audited financial statements). A Small Business shall use **Fee Table B** on page 10 of these instructions.

TABLE C:

A Qualified Small Business registrant employed 500 or fewer people and during the 3-year period prior to this maintenance fee billing (2020, 2021 and 2022), had **average annual global gross revenue from all sources (includes pesticide and non-pesticide revenue)** that did not exceed \$10 million, and hold not more than five (5) Section 3 and Section 24(c) pesticide registrations combined. If you qualify, write “Qualified Small Business” in the space to the right of line 7 and **provide documentation** of the number of employees (documentation may, in part, include payroll information and a recent IRS Form 941, together with a statement certifying the total number of individuals employed by the applicant) and the 3-year average annual global gross revenue from all sources, pesticide and non-pesticide (documentation may include the **first page** of income tax returns filed with the Internal Revenue Service which includes gross receipts or sales, such as IRS Forms 1065, 1120, or 1120S, as applicable, the applicant’s most recent IRS 941, and audited financial statements). A Qualified Small Business shall use **Fee Table C** on page 10 of these instructions.

Using the appropriate Fee Table, either Table A, Table B or Table C, determine the fee due by looking up the number you've entered on line 6--the number of registrations you will support--in the appropriate Fee Table at the end of these instructions, and enter the fee amount from the table in line 7. This is the amount due by January 16, 2024. If the number on line 6 is zero, enter a zero on line 7 as well.

Line 8. Enter Pay.gov 8-digit Tracking ID or EFT for an electronic transfer with the date of the transfer. **Please note that checks, bank drafts and money orders are no longer an acceptable form of payment.**

Section D. Authorized Company Representative

- Type or print the name, title, telephone number, and **email address** of the person signing the filing form. Sign it and date it. Please include an email address on the form to ensure that we can contact someone in case EPA has any questions.

5. Pay the Fee

Payment must be made electronically. Checks, bank drafts and money orders are not acceptable forms of payment.

Pay Maintenance Fees On-Line

Maintenance fees may be paid on-line via credit card or electronic fund transfer. To make a payment on-line, visit www.pay.gov. At the top of the page, click on “Find an Agency” which will bring up a list of all Agencies in alphabetical order. Click on ”E ” and click on Environmental Protection Agency (EPA): Office of Pesticide Programs. You will then have 3 selections. The last one should be Pesticide Registration Maintenance Fee, Form Number 8570-30. Click on Continue beneath the form number and complete the form. **Please note that the maximum amount that may be charged to a credit card at Pay.gov is \$24,999. This limit is both a transaction and daily limit.** There is no limit on the amount that may be paid via electronic fund transfer (Bank Account – ACH). Please note the following instructions if making a Pay.gov ACH payment:

Automatic debits to your business account may be blocked by the bank. This security feature is called an ACH Debit Block, ACH Positive Pay, or ACH Fraud Prevention Filters. ACH Debit Block works by having an allowed list of ACH Company IDs. The list enables allowable automatic debits. If the ACH Company ID accompanying a request for an automatic debit is not on the allowed list, the payment is rejected. It is returned with and ACH Return Reason Code of R29 -- Corporate Customer Advises Not Authorized. You must contact your bank to add the US Government agency you need to pay to your list. The ACH company ID (or ALC + 2) for the pesticide maintenance fee account are:

<u>ID</u>	<u>Name</u>
6801009902	EPAOPPTS
6801009909	EPAOPPTS

Payments also may be made via the Credit Gateway ACH Payment and Fedwire (international). These payments are direct payments from the customer bank to Federal Reserve Bank. Templates can be found at the end of these instructions. Please send an email to maintfee@epa.gov if you have any questions.

- 6. Email your filing to maintfee@epa.gov.** Please include all pages of the annotated product product listing and any supplemental listings of omitted registrations, the pesticide registration maintenance fee filing form and the receipt from your on-line payment. You must email the information to maintfee@epa.gov as EPA offices no longer accept paper filings.

FINAL CHECKLIST

Before **emailing** your response to maintfee@epa.gov, be sure you:

- Circle one of the four keywords on every numbered line in the product listing.
- List by registration number and product name any registrations omitted from the product listing that are active registrations for which you are paying the fee.
- Sign and date the filing form and include in Section D the name, **email address** and telephone number of someone who will be able to answer questions about your response. Please include an email address on the form as we have moved to an electronic platform.
- Include a copy of the receipt from your on-line payment. Please note that checks, bank drafts and money orders are no longer an acceptable form of payment for the pesticide maintenance fee. **Also, the daily and transaction limits for credit card payments via Pay.gov is \$24,999.**
- Email your pesticide registration maintenance fee filing to maintfee@epa.gov.
- If you are a Small Business or a Qualified Small Business, you must include the documentation of the number of employees and gross revenue from all sales. Documentation may, in part, include payroll information and a recent IRS Form 941, together with a statement certifying the total number of individuals employed by the applicant and the 3-year average sales. This documentation may include the first page of income tax returns filed with the Internal Revenue Service which includes gross receipts or sales, such as IRS Forms 1065, 1120, or 1120S, as applicable for 2020, 2021 and 2022, the applicant's most recent IRS 941, and audited financial statements.
- Email your complete pesticide registration maintenance fee filing to maintfee@epa.gov.

REMINDERS

- Maintenance fee responses should be returned by **Tuesday, January 16, 2024.**
- EPA Federal Tax Identification Number: 52-085-2695.
- Email address for assistance: maintfee@epa.gov.

2024 Pesticide Registration Maintenance Fee Tables

Fee Table A

PRIA 5 Fee Payments Required to Maintain Registrations in 2024

# Reg	Fee (\$)	# Reg	Fee (\$)	# Reg	Fee (\$)	# Reg	Fee (\$)
1	\$4,875	16	\$78,000	31	\$151,125	60	\$220,750
2	\$9,750	17	\$82,875	32	\$156,000	61	\$225,625
3	\$14,625	18	\$87,750	33	\$160,875	62	\$230,500
4	\$19,500	19	\$92,625	34	\$165,750	63	\$235,375
5	\$24,375	20	\$97,500	35	\$170,625	64	\$240,250
6	\$29,250	21	\$102,375	36-50	\$172,000	65	\$245,125
7	\$34,125	22	\$107,250	51	\$176,875	66	\$250,000
8	\$39,000	23	\$112,125	52	\$181,750	67	\$254,875
9	\$43,875	24	\$117,000	53	\$186,625	68	\$259,750
10	\$48,750	25	\$121,875	54	\$191,500	69	\$264,625
11	\$53,625	26	\$126,750	55	\$196,375	70	\$269,500
12	\$58,500	27	\$131,625	56	\$201,250	71	\$274,375
13	\$63,375	28	\$136,500	57	\$206,125	72+	\$277,200
14	\$68,250	29	\$141,375	58	\$211,000		
15	\$73,125	30	\$146,250	59	\$215,875		

Fee Table B

PRIA 5 Fee Payments Required to Maintain Registrations in 2024 for a Small Business

# Reg	Fee (\$)	# Reg	Fee (\$)	# Reg	Fee (\$)	# Reg	Fee (\$)
1	\$4,875	11	\$53,625	21	\$102,375	59	\$148,875
2	\$9,750	12	\$58,500	22-50	\$105,000	60	\$153,750
3	\$14,625	13	\$63,375	51	\$109,875	61	\$158,625
4	\$19,500	14	\$68,250	52	\$114,750	62	\$163,500
5	\$24,375	15	\$73,125	53	\$119,625	63	\$168,375
6	\$29,250	16	\$78,000	54	\$124,500	64	\$173,250
7	\$34,125	17	\$82,875	55	\$129,375	65	\$178,125
8	\$39,000	18	\$87,750	56	\$134,250	66	\$183,000
9	\$43,875	19	\$92,625	57	\$139,125	67+	\$184,800
10	\$48,750	20	\$97,500	58	\$144,000		

**Note: Use this table only if you qualify as a small business as defined in FIFRA Section 4(i)(5).
Documentation is required to use Fee Table B. See page 6 of the instructions.**

Fee Table C

PRIA 5 Fee Payments Required to Maintain Registrations in 2024 for a Qualified Small Business (QSB)

QSB 1 Product	\$3,656
QSB 2 Product	\$8,531
QSB 3 Product	\$13,406
QSB 4 Product	\$18,281
QSB 5 Product	\$23,156

**Note: Documentation of a company's 3-year average annual global gross revenue and payroll information is required to use Fee Table C.
See pages 3, 6 and 7 of the instructions.**

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
ACH Credit Instructions

Please provide the following instructions to your Financial Institution for the remittance of Automated Clearing House (ACH) credits to the United States Environmental Protection Agency.

NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
5	3	Company Name	<i>(enter the name of the payer)</i>
5	6	Standard Entry Class Code	CCD
5	9	Effective Entry Date	<i>(enter intended settlement date)</i>
6	2	Transaction Code*	22
6	3 & 4	Receiving DFI Identification (ABA routing #) @	051036706
6	5	DFI Account Number	868010099011
6	6	Amount	<i>(enter payment amount)</i>
6	8	Receiving Company Name	<i>Pesticide Registration Maintenance Fee</i>

*ACH debits are not permitted to this ABA routing number. All debits received will be automatically returned.
Bank Name: Credit Gateway – ACH Receiver, 33 Livingston Avenue, St. Paul, MN 55107 – 1-877-815-1206

Questions regarding these instructions should be directed to Collections Inquiry Mailbox at Collections_Inquiry_Mailbox@epa.gov; or Brenda Minnema at maintfee@epa.gov.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
FEDWIRE INSTRUCTIONS
(for International Payments)

Please provide the following instructions to your Financial Institution for the remittance of Fedwire payments to the United States Environmental Protection Agency.

Fedwire Field Tag	Fedwire Field Name	Required Information
{1510}	Type/Subtype	1000
{2000}	Amount	<i>(enter payment amount)</i>
{3400}	Receiver ABA routing number *	021030004
{3400}	Receiver ABA short name	TREAS NYC
{3600}	Business Function Code	CTR (or CTP)
{4200}	Beneficiary Identifier (account number)	868010099011
{4200}	Beneficiary Name	Pesticide Registration Maintenance Fee
{5000}	Originator	<i>(enter the name of the originator of the payment)</i>
{6000}	Originator to Beneficiary Information – Line 1	FIFRA Maintenance Fee
{6000}	Originator to Beneficiary Information – Line 2	Company Number XXXX
{6000}	Originator to Beneficiary Information – Line 3	<i>(enter information to identify the purpose of the payment)</i>
{6000}	Originator to Beneficiary Information – Line 4	<i>(enter information to identify the purpose of the payment)</i>

* The financial institution address for Treasury’s routing number is 33 Liberty Street, New York, NY 10045.

Agency Contact:

Collections Inquiry Mailbox
 US Environmental Protection Agency
 Office of the Controller
 Fees and Collections Branch
Collections_Inquiry_Mailbox@epa.gov