



## INSTRUCTIONS FOR COMPLETING FORM G-1

*The purpose of this form is to assure that qualified growers are credited with their correct pecan assessment as stipulated under the Texas Pecan Check-Off Program.*

1. Print or type in black or dark blue ink
2. Complete grower name and address section
3. Complete month of sale and county pecans grown section
4. Indicate whether one or multiple pages
5. If this report is a corrected report, check box
6. In column 1, write the name of the buyer (name on the sales receipt). If the pecans are to be custom shelled, write the name of the sheller. If the pecans are placed in a pool, write the name of the pool receiver.
7. In column 2, write the date of the sale or transfer to the sheller or pool.
8. In column 3, indicate whether the pecans are native (N) or improved (I)
9. In column 4, write the number of pounds of pecans in the sale or transfer
10. In column 5, write the amount of the assessment deducted from the sale. Calculate by multiplying the number of pounds by \$.005.
11. Total the assessments in column 5 and write at the bottom of column 5
12. In the certification section, print the name of the person making the report. Print his/her title, telephone number, and signature date.
13. In the certification section, the person making the report shall then affix his/her signature.
14. Mail the form to:  
**Texas Pecan Board**  
**P. O. Box 5976**  
**Bryan, Texas 77805-5976**

### **DEFINITIONS AND CLARIFICATIONS:**

- Any sale of Texas pecans by a qualified grower shall be reported to the Texas Pecan Board.
- An exempt grower is one who has less than 15 acres of pecan trees or less than 500 trees. An exempt grower may file an exemption certificate with the Texas Pecan Board.
- A qualified grower is one who has 15 acres or more of pecan trees and 500 pecan trees or more. A qualified grower is required by law to pay ½ ¢ per lb. of pecans sold or transferred to a processor or pool.
- The first handler is the first party to purchase the pecans from the grower. If a grower retains ownership of the pecans, as in the case of custom shelling or a pool, the first handler is the sheller or pool receiver. The assessment is triggered when the pecans are first processed or shelled, and the first handler shall then report and remit the assessment.
- The first handler is required by law to collect (or deduct from the sale) an assessment from the grower of ½ ¢ per pound of pecans.
- A grower can receive a refund of his assessment paid by submitting a written request to the Texas Pecan Board within 60 days of the date of the transaction.

### **CHECK LIST FOR A GROWER AT THE TIME OF SALE OR TRANSER:**

At the time of the sale or transfer, inform the buyer or receiving party that you understand his obligation to collect ½ ¢ per lb. of pecans sold or transferred.

Request from the buyer or receiving party a sales or transfer receipt that clearly shows the deduction of ½ ¢ per lb. To receive accurate credit for your assessment, make sure that the receipt indicates the buyer's name and your name clearly.

In the month following the month of the transaction, submit Form G-1 showing each sale or transfer made to the Texas Pecan Board.