



Washington State Department of Agriculture  
 Agricultural Investigations Program  
 PO Box 42591  
 Olympia WA 98504-2591  
 (360) 902-1857

CASHIER USE ONLY
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## APPLICATION FOR LICENSE UNDER THE WASHINGTON COMMISSION MERCHANTS ACT (RCW 20.01)

**IMPORTANT:** Read Instructions on pages 2 and 3 **BEFORE** completing application

**COMMISSION MERCHANT**

- Hay / Straw / Seed (\$15,000 bond minimum)
- Livestock (\$10,000 bond minimum, P&S Federal Bond required)
- Agricultural Products (\$10,000 bond minimum)

**DEALER**

- Hay / Straw / Seed (\$15,000 bond minimum)
- Livestock (\$10,000 bond minimum, P&S Federal Bond required)
- Agricultural Products (\$10,000 bond minimum)

**LIMITED DEALER** (\$10,000 bond minimum. Must pay upon taking possession. P&S Federal Bond required for Livestock)

**CASH BUYER** (Restricted category—see page 3 of application)

**BROKER** (Does not take possession of either product or proceeds—no bonding required)

**AGENT** (See section below to list agents)

OFFICE USE ONLY	
Issued	_____
Lic. No.	_____
Plate No.	_____

APPLICANT NAME		BUSINESS NAME	
PRIMARY BUSINESS CONTACT NAME	PHONE NUMBER	SECONDARY BUSINESS CONTACT NAME	PHONE NUMBER
EMAIL ADDRESS		EMAIL ADDRESS	
MAILING ADDRESS	CITY	STATE	ZIP
PHYSICAL ADDRESS	CITY	STATE	ZIP

If out-of-state firm, provide name of Washington resident authorized to accept legal services:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

If previously licensed under Commission Merchants Act, under what business name did you previously operate?

\_\_\_\_\_

**Types of commodities you intend to handle:**

- HAY AND STRAW
- LIVESTOCK
- SEED
- HOPS
- PRODUCE
- TREE FRUIT
- OTHER AGRICULTURAL PRODUCT(S) - Specify: \_\_\_\_\_

Projected annual gross / net volume of purchases or proceeds returned to growers: \$ \_\_\_\_\_

**Agents to be licensed:** (Attach list if additional)

AGENT'S FULL NAME - <i>First, Middle, Last</i>	AGENT'S FULL NAME - <i>First, Middle, Last</i>
ADDRESS	ADDRESS
AGENT'S FULL NAME - <i>First, Middle, Last</i>	AGENT'S FULL NAME - <i>First, Middle, Last</i>
ADDRESS	ADDRESS
AGENT'S FULL NAME - <i>First, Middle, Last</i>	AGENT'S FULL NAME - <i>First, Middle, Last</i>
ADDRESS	ADDRESS

Business will be operated as (Check appropriate box):

**INDIVIDUAL**

Under what business name will you operate? \_\_\_\_\_

**PARTNERSHIP** (Attach a completed Partnership Agreement)

Under what **business name** will you operate? \_\_\_\_\_

Give name and address of each partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORPORATION** (NOTE: You must attach a copy of the Articles of Incorporation)

Under what **business name** will you operate? \_\_\_\_\_

In what state organized or incorporated? \_\_\_\_\_ When? \_\_\_\_\_

Home Office Address: \_\_\_\_\_

Names of Officers: \_\_\_\_\_ Addresses: \_\_\_\_\_

President: \_\_\_\_\_

Vice Pres: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**INSTRUCTIONS**

See additional instructions on pages 2 and 3.

**Make all checks payable to:  
WSDA**

**Mail application, bond(s), etc.  
to:**

WA State Dept. of Agriculture  
Agricultural Investigations Program  
PO Box 42591  
Olympia WA 98504-2591

**LICENSING FEES**

<input type="checkbox"/> Commission Merchant or Dealer (including 1 set of plates and / or tabs).....\$	<u>605.00</u>
<input type="checkbox"/> Limited Dealer (including 1 set of plates and / or tabs).....\$	<u>335.00</u>
<input type="checkbox"/> Broker.....\$	<u>405.00</u>
<input type="checkbox"/> Cash Buyer (including 1 set of plates and / or tabs).....\$	<u>135.00</u>
<input type="checkbox"/> Agent(s) _____ @ \$66.00 ea =.....\$	_____
<input type="checkbox"/> Additional License Category.....\$	<u>25.00</u>
<input type="checkbox"/> Penalty for late filing: 25% of License Fee (Renewals).....\$	_____
<input type="checkbox"/> Extra Plates with tabs _____ @ \$10.00 per set =.....\$	_____
<input type="checkbox"/> Extra Tabs _____ @ \$2.00 per set =.....\$	_____
<b>TOTAL \$</b> _____	

3103 3124 3103

**Applicants for licenses to be issued by authority of the Washington Commission Merchants Act (Chapter 20.01 RCW) please study these instructions carefully.**

**PENALTY FOR LATE APPLICATIONS**

If an application for renewal is not filed prior to January first in any one year, a penalty of 25% of the License Fee shall be assessed and added to the original fee and shall be paid by the applicant before the renewal license shall be issued.

## LICENSING IN ADDITIONAL CATEGORIES

Any person licensed as a commission merchant, dealer, broker or cash buyer may apply for and secure a license in any or all of the remaining classifications at a fee of twenty-five dollars for such additional license. The applicant's principal license shall be in that classification requiring the greatest license fee.

If an applicant wishes to license in more than one bonded category, it may be necessary to furnish the required bond for each category.

## LICENSE CATEGORIES

**COMMISSION MERCHANT** - means any person who receives any agricultural product on consignment for sale or processing for sale, accepts any agricultural product in trust for sale, or in any way handles any agricultural product for the account of the consignor. Bonds are on a sliding scale and actual bond requirement will be based on the annual volume of proceeds returned to consignors. **Commission Merchants are required to keep substantial records. Please refer to [RCW 20.01.370](#).**

**DEALER** - means any person who buys, agrees to buy, or solicits or contracts for title, possession or control of, any agricultural product for the purpose of reselling or processing for resale. A dealer / order buyer in livestock must furnish a Federal (Packers and Stockyards Administration) bond in the minimum amount of \$10,000 in lieu of the state bond. Bonds are on a sliding scale and actual bond requirement will be based upon the annual gross dollar volume of Washington agricultural purchases. **Dealers are required to keep substantial records. Please refer to [RCW 20.01.380](#).**

**LIMITED DEALER** - Dealers using this category must file an affidavit setting forth maximum monthly purchases and must make payment for purchases at the time of taking possession of the product.

**CASH BUYER** - means any person who buys produce, for the purpose of reselling, by paying CASH (**no personal or business checks**) at the time of taking possession of the product. A Cash Buyer may not deal in livestock, hay, grain, or straw. A cashier's check, certified check, or bankdraft may be used in lieu of cash.

**BROKER** - means any person who negotiates the purchase or sale of any agricultural product. No broker may handle the agricultural products involved or the proceeds of such sale.

**AGENT** - means any person who, on behalf of any commission merchant, dealer, broker or cash buyer acts as liaison between a consignor and a principal, and who transacts all or a portion of that business. The agent license is only valid when working for a licensed commission merchant, dealer, broker or cash buyer.

## COMMISSION MERCHANTS - RATES AND CHARGES TO BE FILED

Any person applying for a commission merchant's license shall attach to his application a schedule of commissions, together with an itemized list of all charges for services rendered to a consignor. Such commissions and charges shall not be changed or varied for the license period except by written notice to the director, and proper posting of such changes, as prescribed by the director, on the licensee's premises. Charges for services rendered and not listed on the schedule of commissions and charges filed with the director shall be rendered only on an actual cost to the licensee basis. **All consignors must be furnished with an itemized list of charges before any contract is completed.**

## VEHICLE PLATES

The licensee shall prominently display license plates issued by the director on the front and back of any vehicle used by the licensee to transport upon public highways unprocessed agricultural products. If the licensee operates more than one vehicle to transport unprocessed agricultural products on public highways, he shall apply to the director for license plates for each such additional vehicle. Such license plates are not transferable to any other person and may be used only on the licensee's vehicle or vehicles. The display of such license plates on the vehicle or vehicles of a person whose license has been revoked or cancelled, or the failure to surrender such license plates forthwith to the department after such revocation or cancellation shall be deemed a violation of this act.

Where more than one semi-trailer is used with a tractor, additional plates should be secured and attached.

**VIOLATIONS OF THIS ACT MAY CONSTITUTE CIVIL INFRACTIONS  
AND RESULT IN MONETARY PENALTIES. CERTAIN VIOLATIONS OF  
THIS ACT ARE PUNISHABLE AS FELONIES.**