

APC Fee for Service Return Form

User's Instructions

1. Who to use this form

This Return Form is to be used by any Dealer, Agent or Producer remitting Fee for Service to the Agricultural Produce Commission

2. Company/Business Name

Your business or trading name, if you don't have a business name enter your name in full. If you do not have an APC Dealer Id No (see item 4), please supply name, address, phone, email, fax

3. ABN

Please supply your ABN if you have one.

4. Dealer APC ID Number

Your APC ID Number which is issued by the APC. If you don't have an APC ID Number yet, type **NA** and based on information provided at Item 2, (above) the APC will assign you an APC ID number and advise you of this by return email/fax for your next return.

5. Period Type

Select from the drop down list. **A prior agreement for any return period other than monthly needs to be made with APC.**

6. Statement Period From

Use the **dd/mm/yyyy** format then press enter

7. Statement Period To

Use the **dd/mm/yyyy** format then press enter

8. Producer Name

Name of producer from whom the produce was purchased. **If you do not have** an APC Id No (see next item) for the producer, please supply name, address, phone, email, fax

9. Producer APC ID No.

Enter the producer APC ID No. which you should have received from the APC. If you don't yet have an APC ID No. for that producer, please type **NA** and based on information provided at Item 8, (above) the APC will assign and advise you of an APC ID No. to use in your next return.

10. Produce Type/Variety

Select a Produce Type/Variety from the drop down list.

11. Market Type

Select Market Type (eg Local, Interstate or Export) from the drop down list.

12. Quantity

Enter quantity for this row/line.

13. Unit of Measure

Unit of measure will automatically update when produce type is selected (see item 10 above).

14. Rate

Rate will automatically update when produce type is selected (see item 10 above).

15. \$ Value per row/line

\$ Value for this row/line will automatically update when both produce type and quantity has been entered (see Items 10 & 12 above).

16. Add and/or Delete Blank Rows (New Lines)

If you need to **Add** or **Delete** row/s, (except the first line row No. 10) place your cursor in the light blue input area of the form and press the **Control** and the **A** keys at the same time to add new blank line (row) or **Control** and the **D** keys at the same time to delete unwanted lines or rows.

17. Save As

Save as either an excel or CSV file type. Use your name, the month and year as the name of the file.

18. Payment Options

(a) By Credit Card:

Complete the details as required at the bottom of the return form.

(b) By Direct Credit (EFT):

Bank: Commonwealth Bank

Account Name: Agricultural Produce Commission

Account Number: 10400128

BSB Number: 066 040

Reference: Your APC Id No and Trading Name **Please do not forget** to include a reference as we need this to identify your deposit/payment

(c) By Cheque:

Make your Cheque payable to: **Agricultural Produce Commission.**

19. Print Hard Copy

Select the any of the **Print** options available through MS Excel.

20. Forwarding your Return by Post

Agricultural Produce Commission, Sort Bin 27, 3 Baron Hay Court, South Perth, 6151

21. Forwarding your Return via e-Mail

Send the file as an attachment to: apcadmin@agric.wa.gov.au.

22. Forwarding your Return via Fax

Fax the return to : (08) 9368 3128

23. APC Produce Codes & FFS Rates

APC FFS Rates are updated and published on the APC Web Site <http://www.apcwa.org.au>