

MONTHLY SUBMISSION SHEET (MS2) INSTRUCTIONS

Note: The MS2 replaces the MS1.

If you possess a Wholesale/Retail Dealer or Fresh Products license, you are required by law, specifically LA R.S. 56:306.6 and rules and regulations adopted pursuant to these statutes, to submit a Monthly Submission Sheet (MS2) by the 10th of the month for the preceding month. Be sure to follow the following **3 STEPS** of the MS2. Also, any trip tickets to be submitted must accompany the form.

STEP 1

Dealer License # – Your Wholesale/Retail dealer or Fresh Products license number.

Last 4 digits of Tax ID or SSN – Last 4 digits of Tax ID # if you possess a Wholesale/Retail license under a business name or last 4 digits of your Social Security Number if you possess a Wholesale/Retail dealer or Fresh Products license under your personal name.

License Year – The year of the valid Wholesale/Retail dealer or Fresh Products license that you are reporting for.

STEP 2

You must also complete either the MONTHLY REPORTING or YEARLY REPORTING section of the MS2, depending on which section applies to you:

MONTHLY REPORTING

Reporting Month – The month that you are reporting for.

of Trip Tickets – The number of trip tickets you are submitting for the reporting month. Be sure to include these trip tickets when mailing your MS2.

OR

YEARLY REPORTING

If you are a Wholesale/Retail dealer and do not intend to utilize your Wholesale/Retail Seafood or Reptile/Amphibian dealer license to purchase seafood or reptiles/amphibians directly from commercial fishermen or reptile/amphibian collectors for the license year listed above, place an "X" in the box to the left on the MS2.

If you hold a Fresh Products license and do not intend to use your Fresh Products license to sell your catch directly to consumers for the license year listed above, place an "X" in the box to the left on the MS2.

STEP 3

You must print your name or business name as it appears on your Wholesale/Retail dealer or Fresh Products license next to **Licensee's name** and sign your name and record the date next to **Licensee's signature**.

The completed MS2 and accompanying trip tickets must be mailed to:

**LDWF Trip Ticket Project
P.O. Box 80337
Baton Rouge, LA 70898-0337**

If you have any questions regarding trip tickets or Monthly Submission Sheets, please call (225) 765-2449. The dealer is responsible for obtaining more forms by calling (225) 763-3588.

MONTHLY SUBMISSION SHEET (MS2)

LDWF Trip Ticket Project, PO Box 80337, Baton Rouge, LA 70898-0337

This report must be submitted by the 10th of the month for the preceding month in order to comply with the requirements of LA R.S. 56:306.6 and rules and regulations adopted pursuant to those statutes. Completed trip tickets for the reporting month should accompany this form.

DO NOT STAPLE TRIP TICKETS. ORIGINAL FORMS ONLY. BLUE OR BLACK INK ONLY.

Dealer License #, Last 4 digits of Tax ID or SSN, and License Year fields must be filled out. Also, if you have trip tickets in any given month, fill out the MONTHLY REPORTING section of this form. If your circumstances meet those listed in the YEARLY REPORTING section of this form, place an "X" in the box that applies to you.

Dealer License #:

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Last 4 digits of Tax ID or SSN:

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License Year:

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MONTHLY REPORTING

Reporting Month:

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of Trip Tickets:

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YEARLY REPORTING

I am a **Wholesale/Retail** dealer and I do not intend to utilize my Wholesale/Retail Seafood or Reptile/Amphibian dealer license to purchase seafood or reptiles/amphibians directly from commercial fishermen or reptile/amphibian collectors for the license year listed above.

I hold a **Fresh Products** license and I do not intend to use my Fresh Products license to sell my catch directly to consumers for the license year listed above.

By signing this document, I hereby certify the following:

- ▶ the attached trip tickets represent all transactions of finfish, shellfish, reptiles and/or amphibians obtained from anyone other than a licensed dealer for the reporting period described above.
- ▶ all trip tickets submitted in this report constitute all transactions required to be reported by law.
- ▶ all trip ticket information is accurate and accounts for all actual business transactions required to be submitted in this report.
- ▶ I understand that providing false information may result in criminal consequences.

Licensee's name: _____

(As shown on dealer's license)

Licensee's signature: _____ Date: ____/____/____

(Licensed dealer or dealer's authorized representative)