

ABP Service Charge Information and Refund Request Instructions

Producers eligible for a refund:

The ABP \$2.00 Service Charge and the \$2.50 National Levy are payable by producers who sell cattle and by producers to feed and slaughter their own cattle in Alberta. Any ABP Service Charge paid by or on behalf of a producer is refundable to that producer on request of that producer. A producer may request a refund of all or a portion of the ABP service charge paid. The National Levy is non-refundable. The National Levy is paid to the Canadian Beef Check-Off Agency for national beef cattle research, market development and promotion.

The refund of the ABP \$2.00 Service Charge is only available to Alberta residents selling or feeding and slaughtering cattle in Alberta.

When Alberta residents sell cattle outside of Alberta the purchaser or livestock dealer is deducting and remitting under the Federal Levy Order and the Federal Levy is not refundable. When non-Alberta residents sell cattle in Alberta the purchaser or livestock dealer is deducting and remitting the Federal Levy and not the ABP Service Charge. The Federal Levy is collected by ABP on behalf of the Canadian Beef Cattle Research, Market Development & Promotion Agency (the Canadian Beef Check-Off Agency) and is paid to the Canadian Beef Check-Off Agency for national beef cattle research, marketing and promotion. The Canadian Beef Check-Off Agency pays a portion of the Federal Levy to the provincial cattle association in the province where the seller resides. When an Alberta resident sells cattle in another province, the provincial cattle association in that province is, in turn, collecting the Federal Levy from the Alberta producer. This Federal Levy is non-refundable. The Canadian Beef Check-Off Agency pays a portion of the Federal Levy paid by Alberta producers in other provinces to ABP. This portion of the Federal Levy is non-refundable.

Information needed to process the refund:

A request for a refund of an ABP Service Charge must contain the producer's name, mailing address and telephone number, and the following information summarized on the refund request form as follows:

- the name of the purchaser or dealer who deducted the service charge,
- the invoice number from the supporting documentation reflecting the AB check-off withheld,
- the date of the transactions for which the service charge is requested to be refunded,
- the number of cattle in respect of which the service charge is requested to be refunded,
- the amount of the service charge that is requested to be refunded, and
- any other information required by ABP.

The Request Form must be signed and dated by the producer who owns the cattle and is requesting the refund.

ALBERTA BEEF PRODUCERS (ABP) SERVICE CHARGE REFUND REQUEST FORM

Who has remitted the ABP Service Charge and National Levy to ABP Name of Purchaser or Livestock Dealer who deducted the service charge OR name of Producer	Invoice Number from Supporting Documentation reflecting the AB check off being withheld	Date on Supporting Documentation (Mth, Day, Year)	Number of Head Sold, Fed or Slaughtered	Amount of ABP Service Charge and National Levy deducted or paid to ABP

** This form may be downloaded from our website

The request for a refund **must** be accompanied with such documents as may be required by ABP to prove to the satisfaction of ABP that the service charge was paid to the Commission by the producer or deducted from the sale proceeds by a purchaser or dealer and not passed on to another producer for payment.

ABP will accept photocopies of invoices and settlement statements showing the deduction of the service charge from the sale proceeds by a purchaser or a livestock dealer. If the producer remitted the service himself, a copy of the cancelled cheque paying the service charge to ABP is required.

A request for a refund must be submitted:

- During the month of July each year in respect of a service charge paid from January to June of that year; and
- During the month of January in a year in respect of a service charge paid during the months of July to December of the previous year.

A producer is not entitled to a refund if the request for a refund of the service charge is not submitted to ABP in the months of July and January, as the case may be, unless ABP decides to accept the request on being satisfied that extenuating circumstances warrant doing so.

Timing of the payment of the refund:

- Refund requests submitted in July will be paid by October 31 of the year in which the request is submitted; and
- Refund requests submitted in January will be paid by April 1 of the year in which the request was submitted.

Submit to the ABP office Attention ABP Controller:

- by Canada Post or courier - 165, 6815 8th Street NE Calgary, AB T2E 7H7;
- by fax (403) 451-1188 or (403) 275-4400; or
- by e-mail to laurap@albertabeef.org

Value of the Service Charge to Alberta producers

The check-off dollars collected from producers on the sale of cattle in Alberta is used, on behalf of producers, to further to objects of the ABP Plan Regulation. The overarching role of Alberta Beef Producers, as a marketing commission, is to initiate and carry out projects or programs to commence, stimulate, increase or improve the production and marketing of cattle and cattle products.

To carry out this objective and leverage our check-off dollars, Alberta Beef Producers has entered into an agreement with the Canadian Beef Cattle Research, Market Development and Promotion Agency (the Canadian Beef Check-Off Agency) to support national research, marketing and promotion. The Canadian Beef Check-Off Agency was established to collect a levy on cattle sold in interprovincial trade and they collect a levy on imported cattle and cattle products.

ABP collects a \$2.00 Alberta Service Charge and a \$2.50 non-refundable National Levy.

The \$2.50 non-refundable National Levy is forwarded to the Canadian Beef Check-Off Agency and is allocated to Canada Beef (CB), Beef Cattle Research Council (BCRC), and to Public and Stakeholder Engagement.

CB's mission is to enhance and sustain the profitability of Canadian beef producers through excellence in product promotion, positioning, and the facilitation of domestic and international

marketing initiatives. CB works with industry and governments to develop new and to expand existing markets.

BCRC's purpose is to sponsor research and technology development for the benefit of all Canadian beef producers.

Public and Stakeholder Engagement strive to enhance industry synergies and have a unified voice on industry topics.

The \$2.00 Alberta Service Charge is retained by ABP

- ABP business is conducted under the direction of the ABP Board of Directors, Councils, Committees, and working groups depending upon specific needs and/or issues of the day.
- Expenses relate to ABP's mandate including policy, communications, marketing and education, research, production, stewardship, animal health and welfare.
- ABP continues to work for market access, to provide leadership on research initiatives and environmental policy, promote the Alberta beef industry image, with the overall goal of ensuring the competitiveness and long-term sustainability of our industry for the benefit of the beef producers in Alberta
- \$0.53 cents of every marketing of all Alberta cattle marketed in Alberta is forwarded to the Canadian Cattlemen's Association
- ABP creates one strong united voice advocating for Alberta Beef Producers
- As the largest beef producing region in Canada, Alberta needs to continue with a leadership role in the future direction of the National beef industry.
- Alberta producers have the most at stake in the prosperity of the industry and should be actively involved in developing the strategies to ensure future success.

Your check-off dollars, working hard for you provincially, nationally and internationally.