

California Cattle Council **Refund Instructions**

Pursuant to Section 65075 of California Food and Agricultural Code (FAC), any cattle producer who has paid an assessment to the California Cattle Council (Council) may obtain a refund within 90 days of the assessment paid. The procedures below provide information on how to obtain a refund. According to Section 65076 of the FAC, all proprietary information provided to the Council through the refund process will remain confidential and the Council is prohibited from releasing the identify or address of a producer who has received a refund or the amount of any individual refund paid by the Council.

1. Call the Council's refund hotline at 916-444-2697 (8:30am – 5:00pm) or email the Council at refunds@calcattlecouncil.org to request an application. Voicemails and emails will be returned within the next two business days.
2. With each request, the Council will generate a refund application with a unique identification number and email the form to the producer's email address or, at the producer's request, mail the form to the producer's mailing address. All forms will be emailed or mailed no later than the next two business days following the initial request for an application, with the exception of holidays recognized by the State of California.
3. Complete the form in full. All information or questions highlighted in blue must be completed. A refund check will be written to the name of the seller and mailed to the address listed in the blue shaded box.
4. The name of the collection entity should include the actual name of the packer, feedlot or auction yard that collected and paid the assessment to the California Cattle Council. If the collection entity was a brand inspector, please list the Bureau of Livestock Identification.
5. Council law provides for several exemptions outlined below. If no cattle sold under the lot were originally exempt from the assessment, please write "N/A".
 - *Calves weighing less than 200 lbs.*
 - *Hides, skins, or the offal of animals.*
 - *Cattle and calves transported for purposes other than sale or harvest and without a change in ownership.*
 - *Cattle and calves harvested for personal use.*
 - *Cattle or calves originating outside the state, transported solely to a stockyard or slaughter facility to be sold or slaughtered within 30 calendar days of arrival.*
 - *Cattle or calves sold within 10 days of being purchased where the seller can demonstrate the assessment has been paid within the past 10 days.*
6. Providing proof of payment is mandatory and must be returned for all refund requests. Checks will be remitted to the name or entity identified on proof of payment – no exceptions can be made. Acceptable forms of proof of payment must demonstrate the assessment was collected by a collection entity and includes, but is not limited to:
 - *A brand inspection issued by the Bureau of Livestock Identification that demonstrates the assessment was collected.*

- **Please note: For collections that occur through the Bureau of Livestock ID, please ensure invoices have been paid prior to submitting a completed application. The law requires the fee to have been paid prior to the Council issuing a refund. Submitting an unpaid invoice from the Bureau of Livestock ID as proof of payment will delay and may prohibit the Council from fulfilling the refund request.**
 - A record of sale provided by a livestock auction market that demonstrates the assessment was collected.
 - A statement issued by a beef packer recognized as a collection point disclosing a payment deduction for the Council assessment.
 - A statement issued by a registered feedlot disclosing a payment deduction for the Council assessment (Council staff will work with the applicant and feedlot to find appropriate documentation).
7. Once an assessment has been paid, a refund application can be requested from CCC with a unique identification number. NO REFUND APPLICATION WILL BE ISSUED PRIOR TO THE PAYMENT OF AN ASSESSMENT. Each refund application expires 90 days from date of issue and may not be duplicated at any time, nor will applications without a unique identification number assigned by CCC be accepted. One refund application may be submitted for assessments paid on multiple lots of cattle sold within a 90 day window. Council law requires all refund applications, including proper form of payment, to be postmarked no later than 90 days after the date of the brand inspection or payment of the assessment, whichever date is later. Proof of payment must be provided for each lot equaling the total amount requested to be refunded on the application. Incomplete applications will not be processed.
8. Completed applications and proof of payment must be signed by the seller and returned to the Council using one of the following options:
- Mail: California Cattle Council, ATTN: Refund, 1111 16th Street, Sacramento, CA 95814
 - Email: refunds@calcattlecouncil.org
 - Fax: 916-442-3616
9. Pursuant to Council law, all refunds must be processed by the Council and returned to the producer within 60 days of receiving a completed application and proper proof of payment. All refund applications must be requested and returned by the rightful owner of the cattle subject to the assessment when the cattle were sold. An application may not be requested, completed or returned by an agent, representative or collection entity (auction yard, packer, feedlot, etc.) on behalf of the seller.
10. The Council has the obligation to uphold the integrity of the refund process and to prevent fraud. By signing the refund application, the applicant authorizes the Council to audit the request by contacting the collection entity to verify the data used as the basis for the refund request is valid and authorizes the collection entity to disclose information regarding the underlying cattle transaction to the Council.