INSTRUCTIONS FOR COMPLETING THE
"PURCHASER'S REPORT OF SLASH WITHHOLDINGS"

This report form is to be used by mills/purchasers receiving any forest products cut from private
lands in the State of Montana. Purchasers are to report volumes and submit all withholdings on or
before the **15th day of the next month** after withholdings have been made. Send the original
report and a check payable to the State Treasurer to the Department of Natural Resources and
Conservation, Forestry Division, 2705 Spurgin Road, Missoula, Montana 59804. If in any given
month no purchases were made, a report showing a zero balance and stating that products were not
purchased must be submitted to the Department.

**MONTH:** This should be the month in which the mill receives logs, posts, etc. from the
loggers (i.e., logs received from July 1 through the 31st would be: "Month of __JULY__,
2000" and the mill has until August 15th to get the report and monies into the Missoula
office).

**HAZARD REDUCTION AGREEMENT NO.:** Every State Hazard Reduction Agreement
has a number assigned to it by the Natural Resources and Conservation Field Office that has
issued the Agreement. This number consists of a two-digit county number, option (B) letter,
and the unique five-digit agreement number.

**AGREEMENT HOLDER:** The person who is listed as the Contractor on the Hazard
Reduction Agreement (HRA) Contract, **Form DS-240**.

**LANDHOLDER/SALE NAME:** The landowner listed on the Hazard Reduction Agreement
(HRA Contract). If there are multiple landowners, list the one whose land is involved. If the
person filling out the DS-94 does not have the landowner name, the sale name would be
helpful.

**VOLUME TYPE:** Enter the two- or three-letter volume type designation for this line as
designated in the table at the bottom of the report.

**VOLUME PURCHASED:** Report total volume that the mill has purchased under each
agreement during the month involved for the reporting period, using the figures for board feet
or tons. (At no time should there be a negative volume.)

**RATE:** Place the rate for the product purchased in the Rate column. Sawlogs by MBF or
Tons are acceptable. All other rates are in tons.

**TOTAL:** Simply total each row across by multiplying the VOLUME by the RATE. TOTAL
the Volume Purchased column and the Withholding Total column at the bottom of the page.
(At no time should there be a negative dollar figure in this column).

**NAME and ADDRESS:** Fill in the name, address, e-mail and phone number of your mill,
along with the signature and title of the person responsible for filling out the report.

If you discover that you have over-reported or misreported on a previous withholding report, please
call the Forestry Division, Slash Specialist, at (406) 542-4221 and ask for instructions on how to
handle this problem. **DO NOT reflect the necessary change on your current withholding
report.**

R: 7/19