

**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.**