

# Slow Pay/No Pay Complaint Form



The Oregon Department of Agriculture administers a program to assist growers in obtaining timely payments for their crops as described in ORS 576.700 to ORS 576.747 and OAR 603-047-0010 to 0500. Under this program, a producer or grower may notify the department of an alleged failure by a seed dealer to make payment as determined under a contract or by purchase order. The department will review this information and may conduct an investigation to determine if payment has not been made as required.

**Note:** Prior to filing a complaint with the department, a producer or grower must send notice to the dealer of the amount owed as required by OAR 603-047-200(1).

## Complaint Information

Fill out the following information completely. Provide a separate copy of this form for each contract. Additional instructions are on page 3 of this form.

### Complainant/Grower Information

Contact Name:	
Farm Name:	
Address:	City/State/Zip:
Phone:	Email:

### Dealer Information

Company Name:	
Contact Name:	
Address:	City/State/Zip:
Phone:	Email:

### Contract or Purchase Information

In addition to providing the following information, also provide a copy of the contract, purchase order, or other relevant information with this form. Provide documentation of any amendments or changes to the contract if applicable.

Contract/Purchase Number:	Contract Term:
Kind/Variety of Seed:	Crop Year:
Payment Terms:	
Quality Requirements (ie., minimum germination, other crop, weed seed, etc., or special requirements such as certified):	

## Seed Lot Information

Provide the following information for each seed lot under dispute that falls under the contract or purchase order provided in the section above. If there are more than 3 seed lots in dispute, submit additional copies of this sheet.

### Seed Lot Number:

Kind/Variety of Seed:		Crop Year:
Seed Volume:	Price per pound:	
Grower (if not complainant):		
Current Location of Seed:		
Delivery Date:	Estimated Payment Date:	
Time Past Due:	Payment Received:	
Met Quality Specifications:    Yes    No	Payment Due:	
Other Information:		

### Seed Lot Number:

Kind/Variety of Seed:		Crop Year:
Seed Volume:	Price per pound:	
Grower (if not complainant):		
Current Location of Seed:		
Delivery Date:	Estimated Payment Date:	
Time Past Due:	Payment Received:	
Met Quality Specifications:    Yes    No	Payment Due:	
Other Information:		

### 3Seed Lot Number:

Kind/Variety of Seed:		Crop Year:
Seed Volume:	Price per pound:	
Grower (if not complainant):		
Current Location of Seed:		
Delivery Date:	Estimated Payment Date:	
Time Past Due:	Payment Received:	
Met Quality Specifications:    Yes    No	Payment Due:	
Other Information:		

## Process for Submitting a Slow Pay/No Pay Complaint

- Prior to filing a complaint with the department, a producer or grower must send notice to the dealer of the amount owed as required by OAR 603-047-200(1).
- Contact the department prior to filling out this form to discuss the details of the complaint. The department will make an initial determination about the merits of the complaint and determine if a formal complaint should be submitted. Contact information for the department is below.
- If the department recommends that the complaint go forward, fill out this form completely and provide any additional relevant documentation – this may include contracts, purchase orders, bills of lading, test information, invoices, payments received, etc.
- A payment of \$50 is due at the time the complaint form is submitted as required by OAR 603-047-0200. Payment can be in the following ways:
  - Mail checks or money orders to:  
Oregon Department of Agriculture  
PO Box 4395, Unit 17  
Portland, OR 97208--4395
  - Submit credit card payment form:
    - Via FAX to 503.986.4746 (secure FAX line)
    - Via mail to:  
Oregon Department of Agriculture  
635 Capitol St NE  
Salem, OR 97301-2532
- Submit this form and any relevant information to Nathan Miller at [nathan.miller@oda.oregon.gov](mailto:nathan.miller@oda.oregon.gov) or mail to the address below.

## Questions? Please Contact Us!

### Seed Regulatory Program

Market Access & Certification Program Area  
635 Capitol Street NE  
Salem, OR 97301

#### Nathan Miller, PhD, Seed Regulatory Specialist

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#### Elizabeth Savory, PhD, Program Manager

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