
Arkansas Grain Warehouse Renewal Checklist

Please use this list as a check off for your license application. We will not be able to issue the license until all required items are received in this office. Please read all requirements carefully.

- A completed Grain Warehouse application form. The renewal fee is based on the total storage capacity of the business according to the chart from the Arkansas Grain Warehouse Rules, Section IV. You can find that on our Grain Warehouse web page for reference.
- Certificate of Fact (GW/GD-3) must be filled out, notarized and returned with the application.
- A current Financial Statement must be prepared and sent to this office by a CPA or RPA via email or regular mail or we can accept a bound copy. Financial Statement must include:
 1. CPA or RPA signed compilation statement
 2. Balance Sheet
 3. Income and Expense
 4. Statement of Cash Flows
 5. Schedule of Notes Payable

If the financial statement on file in the office is current, there is no need to submit a duplicate.

- Your Grain Warehouse surety amount is based on the storage capacity of your facility and is determined by our auditors. If your storage capacity has changed your surety amount may have changed, so please contact us to determine your surety amount and then your surety provider to get the surety corrected (Increase or Decrease). Submit the corrected surety with your application. If your surety is current there is no need to submit a renewal unless you're using a Letter of Credit and it's expiration date falls within our renewal period (May 1st-June 30th).
- The Schedule of Charges for Storing and Handling Grain (GW-5) must be completed and mailed or emailed to the office. The Schedule will be returned to you for posting after approval. Please be sure the Schedule number is for the new fiscal year.
- A Certificate of Insurance on Stored Grain (Form GW-4) must be completed by an insurance agent and returned to this office. Grain must be insured for its full market value. This form must be sent directly to us from your insurance company by email or mail. If the expiration date for your insurance is during our renewal period please submit the renewal with your application. If your insurance is current there is no need to submit a duplicate.
- A sample copy of your scale ticket, purchase contract(s) and daily position record must be submitted for approval. After approval, the first (#1) voided original of your scale ticket, purchase contract(s), and daily position record must be sent to this office and kept on file. All modifications to existing documents must be pre-approved by the Grain Warehouse Section. If everything is current there is no need to submit a duplicate.

If you have any questions, please contact the Grain Warehouse Section at 501-219-6350, 501-219-6338 or Email grainwarehouse@agriculture.arkansas.gov.



**RENEWAL APPLICATION
FOR A PUBLIC GRAIN WAREHOUSE
LICENSE IN AND UNDER THE LAWS OF
THE STATE OF ARKANSAS
ACT 83 OF 1979**

Full Name of Company (Legal Name as shown on License)		Business EIN#	License Number	
Address of Warehouseman's Main Office			County	
City		State	Zip	
Trade Name of Warehouse (Elevator)				
Location (Elevator Complete Address)			County	
Phone Number	Fax Number	Email Address		
Cell Phone Number	Printed Name of Individual in charge			
Date	Signature of Warehouseman			

A. RETURN THIS APPLICATION WITH THE REQUIRED ATTACHED FORMS:

1. Fill out and return Schedule of Charges (Form GW-5. (Sign and add tariff date.)
2. Complete Certificate of Fact (Form GW-3). (Must be Notarized)
3. Enclose a copy of your most recent financial statement. This statement must have been prepared by and sworn to by a CPA or Registered Public Accountant. The statement must contain the following:
 - a. Statement signed by CPA or RPA
 - b. Balance Sheet
 - c. Income and Expense Sheet
 - d. Statement of Cash Flows
 - e. Schedule of Notes Payable

B. HAVE YOU MADE ANY OF THE FOLLOWING CHANGES IN YOUR OPERATION SINCE LAST WAREHOUSE LICENSE WAS ISSUED?

1. Is the name of warehouse the same? YES NO
 If NO, indicate: _____
2. Total amount of licensed storage capacity (now on file): _____ Bushels.
 If this amount has changed, was the change an increase or a decrease?
Increase of: _____ Bushels. **Decrease of:** _____ Bushels.
3. Changed type of record system? YES NO
4. Do you deal in priced later contracts? YES NO
5. Are the officers (if incorporated) the same? YES NO
6. If a partnership, are the partners the same? YES NO
7. License Fee: \$ _____

PLEASE COMPLETE THIS RENEWAL APPLICATION IN FULL. UPON COMPLETION, MAIL TO Plant Industries Division, ATTN: Grain Warehouse Section, 1 Natural Resources Dr. Little Rock, AR 72205

CERTIFICATE OF FACT

DATE: _____

STATE OF: _____

COUNTY OF: _____

I, _____, being first duly sworn,
(Individual's Name)

depose and say that I am the _____ of the licensee
(Title)

(Name of Business) ;

that I am authorized on the part of said licensee to verify and file with the Arkansas Plant Industries Division all information contained herein; that I have full knowledge of the matters set forth herein and that all the same are true in substance and in fact.

(Authorized Signature)

Subscribed and sworn to before me this _____ day of _____

(Notary Public)

My Commission Expires: _____

This application must be signed by the owner if an individual, by one of the partners if a partnership, or by an officer of the corporation if incorporated.

PLEASE NOTE: If the charges have not changed, use previous tariff date.

**GW-5
(BLUE)**

Rev. 20240327

PLANT INDUSTRIES DIVISION
ATTN: GRAIN WAREHOUSE DIVISION
1 NATURAL RESOURCES DRIVE
LITTLE ROCK, AR 72205, PH: 501-225-1598

SCHEDULE OF CHARGES FOR STORING AND HANDLING GRAIN

Arkansas State Licensed and Bonded Warehouseman

SCHEDULE NO.: _____ LICENSE NO.: _____

WAREHOUSE: _____

LOCATION: _____

All grain received is considered deposited for storage under the terms of the Arkansas Public Grain Warehouse Law, unless the owner of the grain, or his agent request otherwise at or prior to the time of its submission to the warehouse.

COMMODITY	RECEIVING	LOADING OUT	STORAGE

DRYING: _____

OTHER CHARGES: _____

INSURANCE: All grain will be insured upon receipt for full market value at time of loss; against loss or damage by fire, lightening, windstorm and inherent explosion.

This tariff effective _____, 20____, and supersedes all previous tariffs.

COMPANY: _____

BY: _____

WAREHOUSEMAN'S SIGNATURE

THIS SCHEDULE MUST BE POSTED IN THE WAREHOUSE AT ALL TIMES.