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## Arkansas Grain Dealer License Requirement Form

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***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 Dealer application form. Established business fees and renewal license fees will be based on the previous years purchases. Refer to the chart on page 8 of the Grain Dealer Law and Rules. The amount required based on your prior year's purchases should be sent in with the application.

There is a blank on the new and renewal applications for purchases of Arkansas grain.  
**This information is required.**

- 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 Dealer surety amount can change year to year. Please check your total dollar amount of Arkansas grain purchased from last year and look at the table in Regulations, Section III, for bonding and licensing to determine your correct surety amount for the upcoming licensing year. If your surety has changed, please contact 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).
- A completed and signed Grain Dealer Records Checklist. Along with this checklist please check with the Grain Warehouse office that we have your current documents used on file, such as templates of your contracts, scale tickets, and delivery sheets.

### **FOR OUT OF STATE GRAIN DEALERS ONLY:**

- The Statutory Agent listed on the Grain Dealer License Renewal application is required to do all legal signings. In addition, they are responsible for obtaining required documents for auditors. Audits are conducted randomly, so these documents are to be available during normal business hours each week.

**If you have any questions, please contact the Grain Warehouse Section at 501-219-6350, 501-219-6338 or Email [grainwarehouse@agriculture.arkansas.gov](mailto:grainwarehouse@agriculture.arkansas.gov).**



**RENEWAL APPLICATION  
 ARKANSAS GRAIN DEALERS LICENSE  
 IN AND UNDER THE LAWS OF THE  
 STATE OF ARKANSAS  
 ACT 601 OF 2015**

Full Name of Company ( <b>Legal Name as shown on License</b> )		License Number
Address of Grain Dealer's Main Office ( <b>Complete Address</b> )		County
Trade Name of Grain Dealer		
Location ( <b>Complete Address</b> )		County
Phone Number	Fax Number	Email Address
Cell Phone Number		Printed Name of Individual in Charge <b>(√ if new)</b>
Date		Signature of Individual in Charge
<b>List any new Arkansas grain buyers:</b>		
Statutory Agent Name		Statutory Agent Business Name
Statutory Agent Address ( <b>Complete Address</b> )		Phone # of Statutory Agent
E-Mail Address of Statutory Agent		

**A. RETURN THIS APPLICATION WITH REQUIRED ATTACHED FORMS**

1. Complete Certificate of Fact (Form GW-3). (Must be Notarized)
2. Enclose a copy of your current 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	d. Statement of Cash Flows
b. Balance Sheet	e. Schedule of Notes Payable
c. Income and Expense Sheet	

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

1. Is the name of business the same? YES  NO   
 If NO, indicate: \_\_\_\_\_

2. **What was your total amount of purchases in Arkansas of grain in your last fiscal year?** \$ \_\_\_\_\_

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:** \$ \_\_\_\_\_

**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.



PLANT INDUSTRIES  
DIVISION

# Grain Dealer Records Checklist

A-2B  
Rev. 20240327

1. **Do you keep a current Daily Position Record?** Yes \_\_\_ No \_\_\_ N/A \_\_\_

- Does it accurately reflect daily customer status?

2. **Scale Tickets/Delivery Sheets** *(Please provide example copies)*

- Are they pre-numbered? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are there at least 2 copies of each original? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are they filed in consecutive numerical sequence? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are voided tickets included in the ticket file? Yes \_\_\_ No \_\_\_ N/A \_\_\_

3. **Settlements**

- Are settlement sheets used? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are settlement sheets numbered? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Do settlements show a record of tickets/contracts? Yes \_\_\_ No \_\_\_ N/A \_\_\_

4. **Contracts** *(Please provide example copies)*

- Do you have Deferred Payment Contracts? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Do you have Deferred Pricing Contracts? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are purchases confirmed in writing? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are contract numbers individual and non-repeating? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Is the Lien Holder Statement included? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Is the Slow Pay Hotline included? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Is the Title Statement included? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are contracts executed and filed? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Are contracts signed by both the buyer and seller? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Is the warehouse issuing advances on contracts? Yes \_\_\_ No \_\_\_ N/A \_\_\_

5. **Statutory Agent** *(Out of State Dealers only)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

I hereby certify to the Arkansas Department of Agriculture, Grain Warehouse Section, subject to penalties of applicable Laws for knowingly making false representations and similar offenses that: the information contained in the above questionnaire is to the best of my knowledge true.

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_