

Payment Due On or Before: January 30, 2025

**PAPER AND PAPER-BASED PACKAGING PROMOTION, RESEARCH, AND  
INFORMATION ORDER  
(7 CFR 1222)**

**MANUFACTURER/IMPORTER QUARTERLY REPORT  
For the 4<sup>th</sup> Quarter**

*(Quarters are as follows: 1 = Jan, Feb, Mar; 2 = Apr, May, Jun; 3 = Jul, Aug, Sep; 4 = Oct, Nov, Dec)*

The following statements are made in accordance with the Privacy Act of 1974 (U.S.C. 552a) and the Paperwork Reduction Act of 1995. The authority for requesting this information to be supplied on this form is the Commodity Promotion, Research, and Information Act of 1996, Pub. L. 104-127, 110 Stat. 1032 (7 U.S.C. 7411-7425). Furnishing the requested information is necessary for the administration of this program. Submission of the Tax Identification Number is mandatory and will be used to determine affiliation or entity identification.

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tax ID or Importer No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax No. \_\_\_\_\_

**DOMESTIC ASSESSMENT**

Enter the quantity of salable short tons of paper and paper-based packaging **manufactured** within the United States during the applicable quarter, by mill and product type. Note: the assessment is on the roll stock, except the assessment for cut-size printing and writing papers (including folio sheets) imported or made by domestic manufacturers prior to leaving the manufacturer's mill is on the cut-size paper.

Address of Mill(s)	Printing, writing and related papers (in short tons)	Kraft packaging papers (in short tons)	Containerboard (in short tons)	Paperboard (in short tons)	Total

*Attach a separate sheet if additional space is needed.*

**IMPORT ASSESSMENT**

Enter the quantity of salable short tons of paper and paper-based packaging **imported** into the United States during the applicable quarter, by country of origin and product type. Note: the assessment is on the roll stock, except the assessment for cut-size printing and writing papers (including folio sheets) imported or made by domestic manufacturers prior to leaving the manufacturer’s mill is on the cut-size paper. Import conversion formula: Kilograms x 0.00110231 = Short Tons.

Address of Mill/ Country of Origin	HTSUS	Printing, writing and related papers (in short tons)	Kraft packaging papers (in short tons)	Containerboard (in short tons)	Paperboard (in short tons)	Total

*Attach a separate sheet if additional space is needed.*

**TOTAL NUMBER OF SHORT TONS ON WHICH ASSESSMENT IS DUE:**

(Total Manufactured and/or Imported = Total short tons to be assessed) \_\_\_\_\_

Assessment rate (\$0.35 per short ton) **X \$0.35**

**TOTAL ASSESSMENT DUE:** \_\_\_\_\_

I certify that the above information is true and correct to the best of my knowledge and the attached payment represents the full assessment due on paper and paper-based packaging manufactured or imported during this reporting period for which I am required to pay the assessment. I also certify that I am authorized to sign this report.

\_\_\_\_\_  
Print Name and Title of Person Completing this Report

\_\_\_\_\_  
Signature Date

**Please mail your quarterly check to:**

Paper and Packaging Board  
P. O. Box 306487  
Nashville, TN 37230-6487

Telephone No.: (703) 935-2194

**Overnight/express mail delivery address:**

Paper and Packaging Board  
ATTN: Lockbox #306487  
801 Royal Parkway, Suite 100  
Nashville, TN 37214

Please email your quarterly report to: [Assessments@paperandpackaging.org](mailto:Assessments@paperandpackaging.org)  
For bank wire or ACH instructions, please email: [Assessments@paperandpackaging.org](mailto:Assessments@paperandpackaging.org)

Continue to next page for further instructions.

**INSTRUCTIONS**

**Domestic manufacturers are required to pay assessments and file this report no later than the thirtieth calendar day of the month following the end of the quarter in which the paper and paper-based packaging was manufactured. The fiscal year runs from January through December. There are four quarters in each fiscal year. Quarter 1 covers January, February and March. Quarter 2 covers April, May, and June. Quarter 3 covers July, August, and September. Quarter 4 covers October, November, and December. Assessments for paper and paper-based packaging manufactured during Quarter 1 are due by April 30; for Quarter 2 by July 30; for Quarter 3 by October 30, and for Quarter 4 by January 30. Importers of paper and paper-based packaging shall pay through Customs; however, if Customs does not collect an assessment from the importer, the importer is responsible for paying the assessment directly to the Board and submitting this report to the Board with the assessment payment. All reports are held in strict confidence by the staff of the Board and the U.S. Department of Agriculture (USDA).**

*This report is required by law [7 U.S.C. 7416, 7 CFR Part 1222.52 and 7 CFR Part 1222.70]. Failure to report can result in a fine of not less than \$1,000 or more than \$10,000 for each such violation. Each such violation shall be deemed a separate violation. The making of any false statement or representation on this form, knowing it to be false, is a violation of Title 18, Section 1001 United States Code, which provides for the penalty of a fine of \$10,000 or imprisonment of not more than five years, or both.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0093. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.*

**DOMESTIC ASSESSMENT  
IF ADDITIONAL SPACE IS NEEDED**

Address of Mill(s)	Printing, writing and related papers (in short tons)	Kraft packaging papers (in short tons)	Containerboard (in short tons)	Paperboard (in short tons)	Total

**IMPORT ASSESSMENT  
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