

**INSTRUCTIONS FOR
APPLICATION FOR PERMIT TO CHANGE
GRAIN WAREHOUSE CAPACITY
FORM NO. RGW-310**

This form is to be used only if a change of capacity happens during the licensing year. The form needs to be fully completed and submitted to the Texas Department of Agriculture (TDA), Grain Warehouse Program, at the address located at the top of the form. After a TDA inspector verifies the change of capacity, program staff will inform you if a bond increase is needed.

SECTION A

1. VERIFICATION INFORMATION

Please provide us with the full legal name of your business, along with your TDA Client Number and TDA License Number as they appear on your current certificate.

SECTION B

1. REQUESTING CAPACITY CHANGE

Indicate the type of change you are requesting: Increase or Decrease.

SECTION C

1. PAYMENT

To calculate the amount of payment, the amount of capacity change is divided by 10,000 bushels (Bu.); each 10,000 bushels or fraction of 10,000 bushels is then multiplied by \$38.00. The total fee due will be the greater of the result of this calculation or \$200.00. Indicate payment type by checking the appropriate box and writing in the amount remitted.

Example: 17,000 Bu. change

$$17,000 \text{ Bu.} \div 10,000 = 1.7$$

$$2 \times \$38.00 = \$76.00$$

\$200.00 = Amount to Remit, since it's the minimum amount due.

SECTION D

1. SIGNATURE

After reading the summary, print, sign, and date the application. Your signature acknowledges that you have read the summary and that you are aware of your responsibilities associated with your license.

Upon receipt of this form a TDA inspector will contact you to schedule an inspection.