

**INSTRUCTIONS FOR  
OUT-OF-STATE LICENSEE MONTHLY EGG REPORT  
FORM NO. REG-204**

**SECTION A**

**VERIFICATION INFORMATION**

Enter your Full Legal Business Name, TDA Client Number, and TDA License Number.

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**SECTION B**

**REPORT DATES**

Monthly reports are *from* the first day of the month *to* the last day of the month and are due in TDA's office by the 10<sup>th</sup> day of the following month. Please indicate in the appropriate fields the month, day, and year for the month reported.

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**SECTION C**

■ **LIST TEXAS DEALERS/FIRMS TO WHOM EGGS SOLD**

Please indicate in the appropriate fields the TDA license number, company name, address, city, state, and zip of the company to whom you sold eggs, as well as the number of ungraded and graded cases of eggs sold to each. Report all sales in 30-dozen case quantities.

**Totals (including all schedules)** – Please indicate in the appropriate field the total number of ungraded and/or graded cases of eggs sold to each Texas dealers/firms listed.

- **FEE DUE** – this number is calculated by multiplying the figure in column (B) by the fee of \$0.04 (4cents per case). This is the fee due and payable to the Texas Department of Agriculture.
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**SECTION D**

**1. PAYMENT**

**NOTE: Texas Department of Agriculture accepts only checks, cashier's checks, or money orders.**

Check method of payment. Enter check number or money order number. Enter amount remitted. Please remit to Texas Department of Agriculture address listed.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, TX. 78711-2076.

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**SECTION E**

**1. SIGNATURE**

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.

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**SECTION F**

**1. CHECKLIST**

Check all boxes to verify you have completed the reporting process and attached/enclosed the necessary items (e.g., payment, schedules, documents, labels, etc).