



Midwest Organic Services Association

PO Box 821 - Viroqua, WI 54665 – (608) 637-2526 Fax: (608) 637-7032 Email: mosa@mosaorganic.org www.mosaorganic.org

The Transaction Certificate (TC) System

Your organic certificate is your proof of MOSA certification. Using TC's provides added assurance of certification for individual sales or shipments of product. They also serve as detailed sales documentation for audit trails and as a means of reporting organic sales to MOSA for billing of user fees.

How it works:

1. A MOSA Associate wishing to have a Transaction Certificate (TC) issued to a buyer completes a Transaction Certificate Authorization form (TCA) and sends it to MOSA. Blank TCA's may be copied by the Associate or additional copies may be obtained from the MOSA office.
2. MOSA staff review the TCA for completeness*, verifies that the Associate's certification is current, and that the products listed on the TCA are covered by the Associate's certification.
3. Two TC's are sent – one to the buyer and one to the seller. The TC lists the product sold, the amount sold and the lot numbers or other identification numbers of the product. We calculate the appropriate user fee on the sale and bill this amount to the Associate.

** TCs will not be sent if any information is missing from the TCA form, including cost and lot number. MOSA may need to contact your buyer if further information is needed. Please make sure that all information is complete.*

Here's what you do:

1. Make several copies of the master TCA on the back of this sheet.
2. When you make a sale that requires a TC, fill out a TCA and mail, fax, or deliver it to MOSA office using the above address or fax number.
3. The MOSA office will mail original TCs to the buyer and the seller.

If you have any questions, please call the MOSA office.



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Handler Transaction Certificate Authorization (TCA)

Buyer (receiver) Information

Name/Company _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Date of transaction _____

Each column must be fully complete to process.

Commodity as listed on certificate	Quantity	Unit of measure	\$ paid	Lot #	BOL or INV #

*TCs may also be used to show transfer of product even if there is no sale. Check this box if product is only transferring ownership, not being sold.

Seller (source) Information

Name/Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Seller signature _____ Date _____

This completed Transaction Certificate Authorization form must be returned to MOSA in order for a Transaction Certificate to be created for the above commodities/products.